



**Defense Finance and Accounting Service (DFAS)
Web Invoicing System (WInS)
User's Manual**

**Volume 6
STARS Public Voucher**

Version 3.6

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1. OVERVIEW

The Defense Finance and Accounting Service (DFAS)

The Defense Finance and Accounting Service (DFAS) is the financial and accounting branch of the U.S. Department of Defense (DOD). DFAS currently employs approximately 22,000 people in 22 locations. Its monthly business operations average over 12 million disbursements amounting to \$22 billion.

In addition to managing all DOD financial and accounting resources, the DFAS mission is to reduce costs and improve the quality of DOD financial management through the consolidation, standardization, and integration of procedures, operations, and systems. DFAS is under federal mandate to reduce costs and improve customer service through the use of electronic commerce. A key component of the DFAS electronic commerce strategy is to replace paper invoices and vouchers with electronic invoices and vouchers.

DFAS Web Invoicing

Electronic submission of invoices and vouchers requires the use of electronic data interchange (EDI), the computer-to-computer exchange of routine business information in a standard format. EDI is the equivalent of paper documents when doing business with the DOD. Vendors using EDI for invoicing benefit from reduced processing time, reduced supply and postage expense, fewer errors and omissions, increased data accessibility, and reduced submission/payment cycle time.

Using EDI, however, has typically required costly investments in translation software and the services of a value-added network (VAN). The Electronic Commerce Resource Center (ECRC) Technology Development Activity (TDA) was tasked with developing a cost effective EDI solution to enable small- to medium-sized enterprises (SMEs) to submit electronic invoices/vouchers to DFAS.

ECRC TDA developed invoice/voucher entry applications that are accessible via the Internet on the World Wide Web (Web).

An Overview of the DFAS Web Invoicing System (WInS)

To access the DFAS Web Invoicing System (WInS), an Internet Service Provider (ISP) and Internet client software (a “browser”) are required. Once online, a vendor inputs the DFAS WInS Uniform Resource Locator (URL) <https://ecweb.dfas.mil> into the browser to access the DFAS Web site. The vendor enters invoice/voucher information into the screens provided, then submits the invoice/voucher to DFAS.

All processes related to EDI translation and conversion are transparent to the vendor. Additionally, all EDI translations and conversions use security layers that protect the documents from third-party tampering.

Figure 1a depicts the DFAS WInS Technical Diagram.

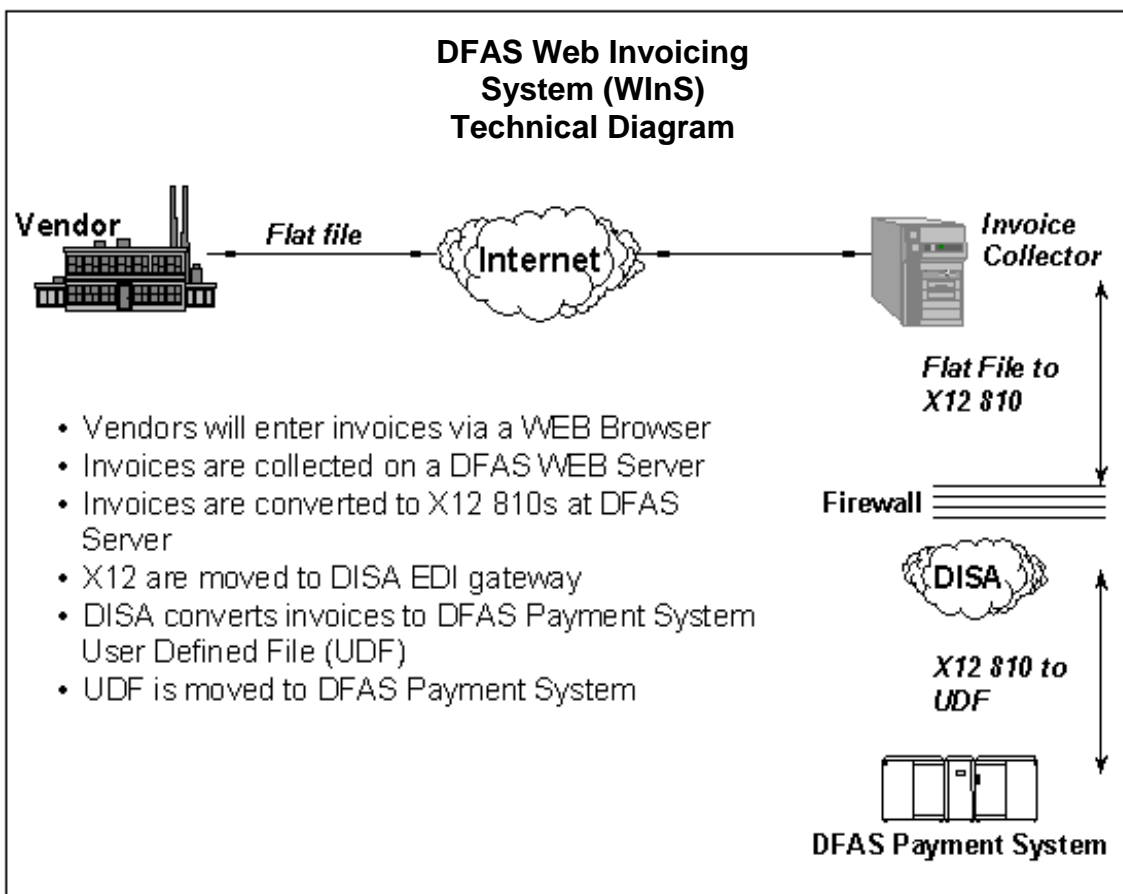


Figure 1a. DFAS Web Invoicing System (WInS) Technical Diagram

In addition to manual entry of data into the DFAS Web site, there are File Transfer Protocol (FTP) batch submission capabilities for several of the invoice types as identified in Appendix A.

The DFAS WInS is administered for DFAS by the Air Force Electronic Commerce Office at Maxwell Air Force Base - Gunter Annex, Montgomery, Alabama. Contact can be made at (334) 416-3587 or (334) 416-5845 or by electronic mail to john.clark@gunter.af.mil.

Presently, the DFAS WInS supports the Mechanization of Contract Administration Services (MOCAS), Standard Automated Material Management System (SAMMS), Standard Accounting and Reporting System (STARS), Computerized Accounts Payable System (CAPS), and the Integrated Accounts Payable System (IAPS) payment systems. The long-term goal of DFAS is to incorporate this technology into additional payment systems and additional invoice types. Table 1 depicts the future DFAS WInS capabilities.

TABLE 1. FUTURE DFAS WEB INVOICING SYSTEM (WINS) CAPABILITIES

PAYMENT SYSTEM	DOD ORGANIZATION SUPPORTED	ESTIMATED IMPLEMENTATION DATE
Defense Integrated Subsistence Management System (DISMS)	DLA	2nd Quarter CY01
MOCAS Performance Based Progress Payments	All Services/DoD Agencies	3rd Quarter CY01
MOCAS Commercial Financing	All Services/DoD Agencies	4th Quarter CY01
Defense Procurement Pay System (DPPS) Commercial Invoices, Public Vouchers, Progress Payments	All Services/DoD Agencies	3rd Quarter CY01
Army Corp of Engineers Financial Management System (CEFMS) Commercial Invoice	Army	4th Quarter CY01

Mechanization of Contract Administration Services (MOCAS)

The Mechanization of Contract Administration Services (MOCAS) pays invoices for hardware supplies as well as for services. MOCAS uses EDI for receipt and storage of commercial invoices, requests for progress payment, and public/cost vouchers.

Table 2 outlines the DFAS payment offices that currently use MOCAS as their administrative and payment system. Vendors currently doing business with any of these payment offices are qualified to use the DFAS WInS.

TABLE 2. MOCAS PAYMENT OFFICES

MOCAS PAYMENT OFFICE NAME	MOCAS PAYMENT OFFICE ADDRESS	MOCAS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE*
North Entitlements	DFAS-CO-JN		
Bunker Hill Division	DFAS-CO-JNB	SC1016	1-800-725-8491
Minuteman Division	DFAS-CO-JNC	SC1032	1-800-756-4609
New Dominion Division	DFAS-CO-JNF	SC1018	1-800-832-9978
South Entitlements	DFAS-CO-JS	HQ0338	
Capitol Division	DFAS-CO-JSC	HQ0338	1-800-952-9869
Chesapeake Division	DFAS-CO-JSD	HQ0338	1-800-851-2130
Southeast Division	DFAS-CO-JSA	HQ0338	1-800-832-9976
West Entitlements	DFAS-CO-JW	HQ0339	
Gulfcoast Division	DFAS-CO-JWA	HQ0339	1-800-524-9173
Gateway Division	DFAS-CO-JWB	HQ0339	1-800-354-3654
DPRO West Division	DFAS-CO-JWD	HQ0339	1-800-552-7671
Santa Ana Division	DFAS-CO-JWT	HQ0339	1-800-525-6571
Van Nuys Directorate	DFAS-CO-JWV	HQ0339	1-800-553-2839

* Toll-free numbers are only to be used for production follow-up on completion of the WInS test process.

Standard Automated Materials Management System (SAMMS)

The Standard Automated Materials Management System (SAMMS) entitles invoices generated from Defense Logistics Agency commodity supply center contracts.

Table 3 outlines DFAS paying offices that currently use SAMMS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

TABLE 3. SAMMS PAYMENT OFFICES

SAMMS CONTRACT ISSUING ACTIVITY	SAMMS PAYMENT OFFICE ADDRESS	SAMMS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE**
Defense Supply Center Columbus (DSCC) - Construction	DFAS-CO-SECC *DFAS-CO-LSCAA	S33181	1-800-553-2829
Defense Supply Center Columbus (DSCC) - Electronics	DFAS-CO-SECE *DFAS-CO-LSCAB	S33184	1-800-553-2829
Defense Supply Center Richmond (DSCR) - General	DFAS-CO-SECG *DFAS-CO-LSCAC	S44073	1-800-453-9373
Defense Supply Center Philadelphia (DSCP) - Industrial	DFAS-CO-SEPI *DFAS-CO-LSCBA	S36054	1-800-453-9373
Defense Supply Center Philadelphia (DSCP) - Clothing and Textile	DFAS-CO-SEPT *DFAS-CO-LSCBA	SC0100	1-800-453-9373
Defense Supply Center Philadelphia (DSCP) - Medical	DFAS-CO-SEPM *DFAS-CO-LSCBA	SC0200	1-800-453-9373

*Effective October 25, 1998, DFAS-CO-S was reorganized. The new payment office names are annotated in the above table with asterisks. Vendors may see either payment office name on their contracts based on the date their contract was awarded.

**Toll-free numbers are only to be used for production follow-up on completion of the WInS test process.

Standard Accounting and Reporting System (STARS)

The Standard Accounting and Reporting System (STARS) pays Navy General Funds invoices. WinS currently has capability to pass Navy field level STARS Commercial Invoices and Public Vouchers to STARS.

Table 4 outlines DFAS Cleveland Center's paying offices that currently use STARS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WinS.

TABLE 4. STARS PAYMENT OFFICES

STARS CONTRACT ISSUING ACTIVITY	STARS PAYMENT OFFICE ADDRESS	STARS CI PAYMENT OFFICE DoDAAC	STARS PV PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE*
Defense Finance and Accounting Service (DFAS) - Honolulu	DFAS-PC	N45924	N45924	1-888-222-6950
Defense Finance and Accounting Service (DFAS) - Pensacola	DFAS-PE	N68566	N68566	1-800-328-9371
Defense Finance and Accounting Service (DFAS) - Charleston	DFAS-CH	N68892	N68892	1-800-755-3642
Defense Finance and Accounting Service (DFAS) - Norfolk	DFAS-NO	N45924	N45924	1-800-209-1628
Defense Finance and Accounting Service (DFAS) – Oakland	DFAS-OK	N68994	HQ0308	1-888-839-5199
Defense Finance and Accounting Service (DFAS) - San Diego	DFAS-SD	N68688	N68688	1-800-731-8096
Yokota, Japan		N/A	N62649	1-888-222-6950

- Toll-free numbers are only to be used for production follow-up on completion of the WInS test process.

Computerized Accounts Payable System (CAPS)

Computerized Accounts Payable System pays Army base-level support invoices where there is established contract. See the WinS Startup Instructions at <https://ecweb.dfas.mil/notes> for the list of DFAS vendor pay locations that can accept WinS-based CAPS invoices.

Integrated Accounts Payable System (IAPS)

The Integrated Accounts Payable System (IAPS) pays installation support invoices for the Air Force. See the WinS Startup Instructions at <https://ecweb.dfas.mil/notes> for the list of DFAS vendor pay locations that can accept WinS-based IAPS invoices.

Getting Started With the DFAS Web Invoicing System (WInS)

The following outline describes the preliminary steps for using the DFAS WInS.

Prerequisites: A vendor must:

1. Have a current contract with the DOD. For STARS, vendors may register if they have had a contract within the past six months.
2. Have delivered products or services to the DOD that require payment.
3. Conduct business with a DFAS paying office that has WInS templates (See Tables 2 , 3 and 4 above).
4. Have a computer and modem. Virtually any computer sold today far exceeds the minimum requirements to effectively operate the DFAS WInS; more powerful and faster computers and modems, however, will enhance system performance. For questions regarding computer requirements, contact a regional ECRC at 800-231-2772 for assistance or the WInS System Administrators at (334-416-3587 or 5845).
5. Have an Internet Service Provider (ISP) that is JAVA capable. DFAS recommends the use of Version 4.0 or higher for the two most common browsers, Microsoft Internet Explorer and Netscape Communicator.
6. Have knowledge of the Internet and its use. (A regional ECRC servicing the vendor location can provide government-funded training about the Internet, as well as other electronic commerce technologies and WInS).

Restrictions: A vendor may not use this application for:

1. Invoices or vouchers (except STARS Commercial Invoices or Vouchers for which a Navy Certifier can perform electronic certification, or for MOCAS Requests for Progress Payments) that must be signed by a DOD Certifier. For instance, where the Administrative Contracting Officer (ACO) or other DOD official physically must sign the invoice or voucher prior to submission to DFAS. Examples include DD250s where the ACO certifies for payment the invoice associated with the DD250.
2. Vouchers (SF 1034) until the vendor's billing system is approved by the Defense Contract Audit Agency (DCAA) for direct submission of interim vouchers to DFAS (Except STARS vouchers where the associated DCAA field office can perform electronic certification). Even with approval, first and last vouchers for a new contract, or new delivery order on an existing contract, cannot be submitted via WInS. DCAA requires these first and last vouchers be processed through your DCAA Field Office.
3. Invoices or vouchers with transportation costs of \$190.00 or greater for MOCAS and \$250.00 or greater for SAMMS.

Procedures:

Step 1: Access the DFAS WInS Web site (<https://ecweb.dfas.mil>) to:

- a. View WInS startup information, testing procedures, and sample invoice and voucher application screen layouts, and download the DFAS WInS Users Manual. This startup/test information is accessed by clicking the **Help** button on the **WInS Home Page** (Section 2).
- b. Obtain a username and password by establishing a New User Account using the **New Account Request Form Screen** (Section 4) accessed from the **New Account Button** on the **WInS Home Page** (Section 2). The DFAS WInS System Administrator will send you a Username and password via e-mail generally within two business days.

Step 2: Contact DFAS WInS testers as identified in Step 1(a) and begin testing.

Step 3: On completion of successful testing, enter and submit invoices, vouchers and/or progress payments to DFAS. Paper copies of invoices and vouchers are no longer required by the paying office(s).

Using the DFAS Web Invoicing System (WInS)

DFAS WInS uses standard database management system and Web browser features and functions that facilitate data input and navigation through the system. These include:

- Keyboard data entry
- Defined data field types and lengths
- Field to field and screen-to-screen mouse click navigation
- Select list data fields
- Online user help
- Error messages (JavaScript Alerts) for incomplete or incorrect data
- Batch data upload from the user into WInS is now available for MOCAS Commercial Invoices, MOCAS Public Vouchers, SAMMS Commercial Invoices, STARS Commercial Invoices, and STARS Public Vouchers. Batch submission is a method for extracting invoice/voucher data from the user's billing system automatically and converting into an ASCII text file. This relieves the user from manual data entry into the Web site yet still provides the same tracking status enjoyed by manual entry users.

All users should understand these capabilities prior to using the system. A regional ECRC servicing the vendor location can provide government-funded training on using DFAS WInS.

Note: Although textual information (e.g., alpha characters) used by the DFAS WInS manual data entry templates is not case sensitive, it is preferred that you enter alpha characters in UPPER CASE to facilitate interpretation. New Account Registration and Vendor Profile updates should be entered in mixed case (e.g., 123 Main Street)

Security in the DFAS Web Invoicing System (WInS)

The primary security mechanism for the DFAS WInS is vendor authentication. Vendor authentication requires that you input a valid user identification code (username) and password. Once established, the unique username and password combination prevents unauthorized parties from viewing or tampering with confidential vendor information. Once the username and password are entered at login, the DFAS WInS checks for the presence of this information prior to displaying each screen, or Web page. This prevents unauthorized users from circumventing the login screen and gaining access to the system.

In addition, the DFAS WInS Web servers reside in a secure physical location that restricts access to unauthorized personnel. System backup and recovery procedures and mechanisms are in place to ensure the safety and integrity of information should a system failure occur. The WInS

also uses browser encryption capability using Secure Socket Layer (SSL) encryption technology. There is no SLL impact on your browser choice.

Mandatory, Optional, and Conditional Data Fields

Each data field in DFAS WInS is categorized as mandatory, optional, or conditional. Mandatory fields on any screen must be completed with appropriate data prior to continuing to a subsequent screen. Failure to complete all mandatory fields will result in JavaScript Alert messages (see below). Optional fields may be completed at your discretion. Conditional fields must only be completed if your contract requires the information; otherwise, these fields are treated as optional.

Defined Data Field Types and Lengths

Each data field in DFAS WInS has a defined type and length. The type of field determines what data the field may contain; e.g., a numeric field may only contain numeric data -- alpha characters are not allowable. The length of any data field on a screen can be determined by reviewing the data dictionary table corresponding to that screen. Although the on-screen appearance of some data entry fields may appear to accommodate more data than what is defined in the data dictionary for that field, the system will not allow the field to be completely filled. Failure to complete all mandatory fields with the appropriate type and length of data will result in a JavaScript Alert (See below). Each WInS Application Screen has a **Help Button** which calls a data definition table that explains each screen's data entry field requirements.

Selection List Data Selection Fields

Certain data fields in DFAS WInS provide dropdown selection lists. These data fields can be identified by the **Down Arrow** button that appears to the immediate right of the data field, which, when clicked on, accesses the dropdown list.

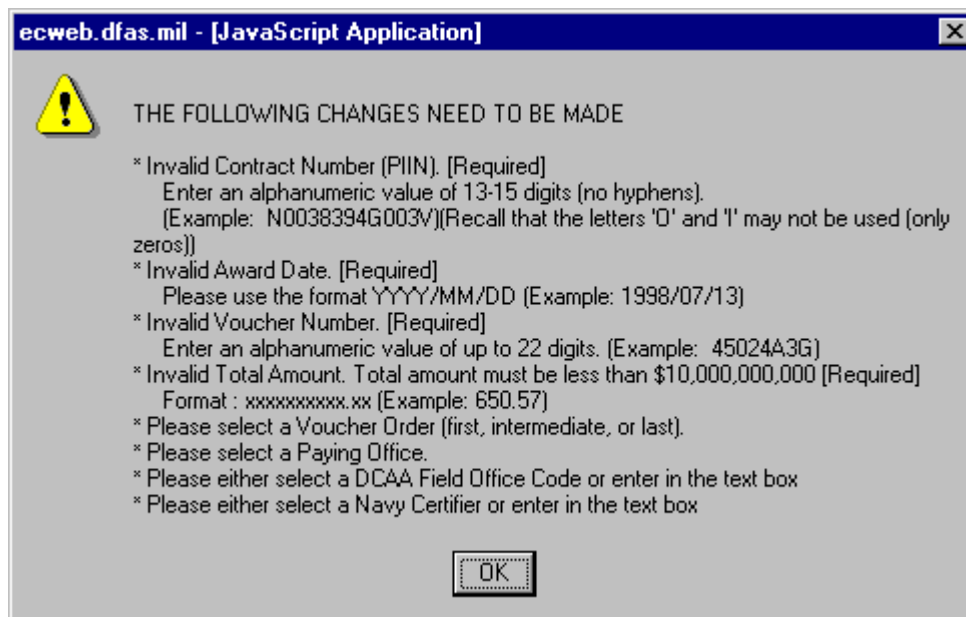
Online User Help

Many of the screens in DFAS WInS contain context-sensitive user help. The help can be accessed by clicking on the **Help** button for that screen.

JavaScript Alert

A JavaScript Alert is a message that reports an error condition when mandatory information on a screen is not provided or when mandatory, conditional, or optional data is incorrectly entered. Figure 1b depicts an example of a WInS JavaScript Alert. This alert is for the STARS Public Voucher Header Screen.

Figure 1b. Example of a STARS Public Voucher Header JavaScript Alert Message



The JavaScript Alert indicates the data fields that require user attention. The JavaScript Alert can be closed by clicking on the **OK** button.

System Warnings

DFAS WInS warns you about various inconsistent conditions that exist in your data input. For example, a warning message appears when a system-calculated total does not correspond to a user-entered total. Warning messages can be closed by clicking on the **OK** button.

2. DFAS WEB INVOICING SYSTEM (WINS) HOME PAGE

The initial screen in DFAS WInS is the **DFAS Web Invoicing System (WInS) Home Page**. To access the system, a valid username and password must be entered, followed by a single click on the **Login** button. Before accessing any of the invoice templates, a username and password request must be submitted to DFAS by clicking on the **New Account** button and completing the **New Account Request Form** screens (Section 4). The DFAS WInS System Administrator will provide you with your username and password via e-mail, usually within two business days. DFAS recommends that you immediately change your password upon successfully logging into WInS (Section 7, Vendor Profile Update). After receiving your username and password, you must initiate testing with DFAS for each invoice type you wish to submit before you may submit live invoices. Test instructions and test partners may be found by clicking on the **Help** button on this screen.

Figure 2 depicts the **DFAS Web Invoicing System (WInS) Home Page**.

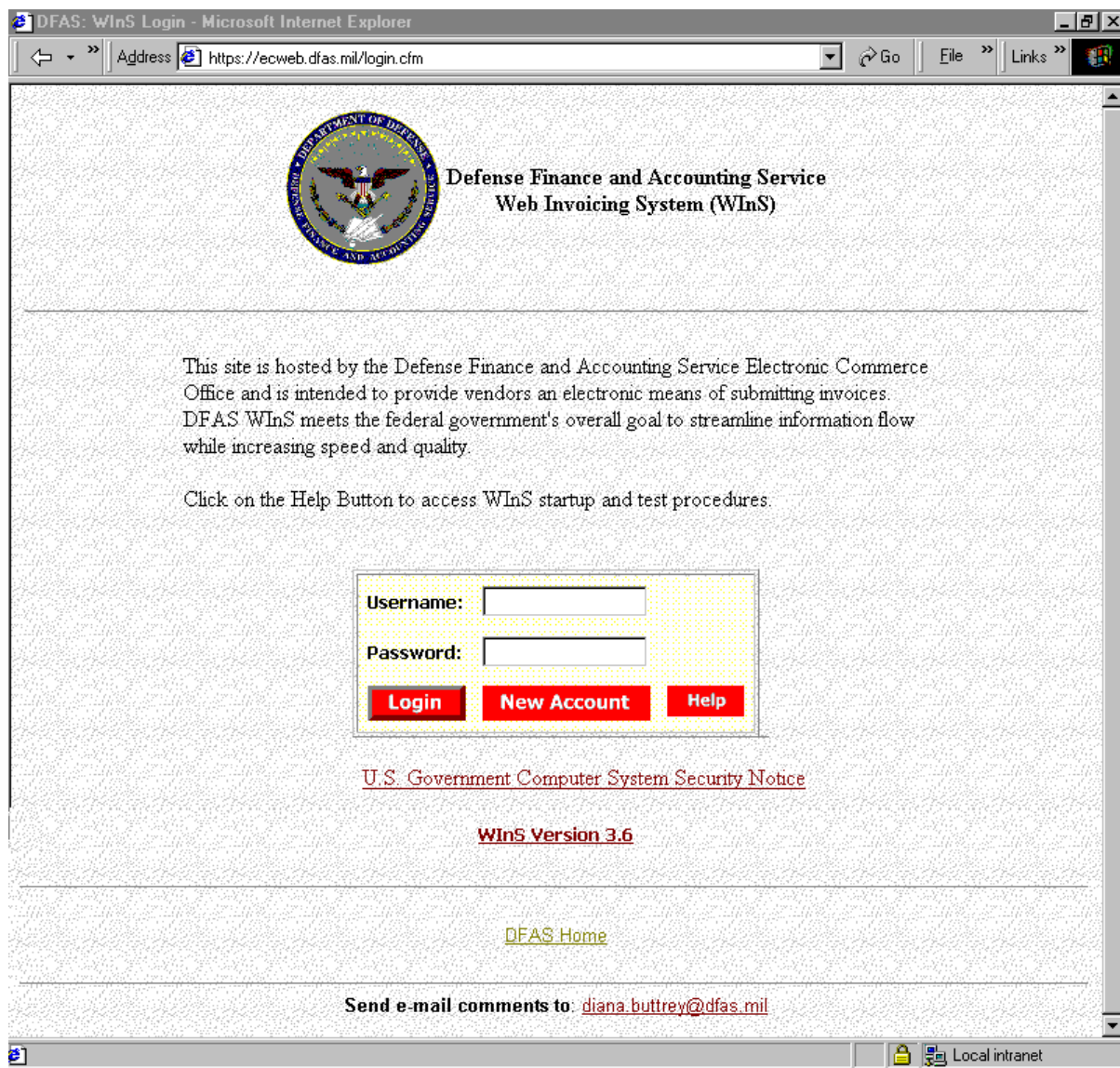


Figure 2. DFAS Web Invoicing System (WInS) Home Page

DFAS WInS Home Page Field Definitions

Table 5 lists the data dictionary for each field on the DFAS WInS Home Page. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 5. DFAS WINS HOME PAGE FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Username	Identifies a unique user	DFAS	Mandatory	Alphanumeric
Password	Access code that coincides with username	DFAS, Vendor	Mandatory	Alphanumeric

The Login, New Account, and Help Buttons

Login

The **Login** button allows you to access the commercial invoice, public voucher, and progress pay submission capabilities of DFAS WInS. A username and password are required to use these capabilities. Clicking on the **Login** button directs you to the **WInS Payment System Picklist Screen** (Section 6).

New Account

The **New Account** button allows a first-time user to register with DFAS for access to one or more available pay systems. Clicking on the **New Account** button directs you to the **New Account Request Form Screen** (Section 4). A username and password are not required to access the **New Account Request Form Screen**. Vendor changes to registration information, to include requests for access to additional payment systems are made using the Vendor Information Screen (Section 7) **NOT** by submitting an additional **New Account Request Form**.

Help

The **Help** button directs you to the WInS startup information, testing procedures, sample invoice, voucher and progress payment application screen layouts, and the Users Manuals

The Version Number may be clicked to display a write-up of the significant changes incorporated with the two most recent releases beginning with the current release.

Also accessible from the **DFAS WInS Home Page** are the **U.S. Government Computer System Security Notice** (Section 3), the DFAS Home Page (URL: <http://www.dfas.mil>), and an e-mail address to the DFAS Electronic Commerce Office.

3. WINS COMPUTER SYSTEM SECURITY NOTICE SCREEN

Figure 3 depicts the WInS Computer System Security Notice Screen.

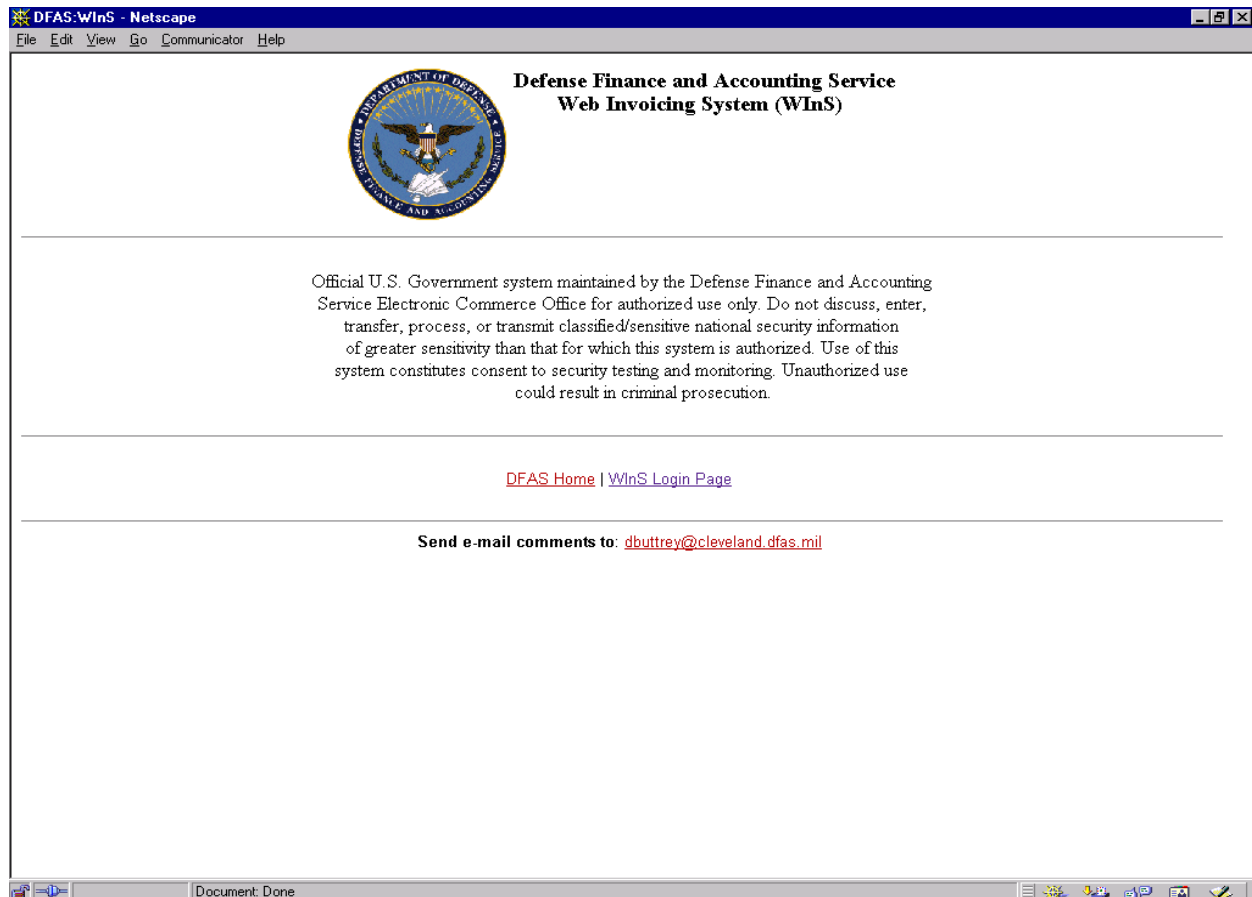


Figure 3. WInS Computer System Security Notice Screen

This screen presents you with three interfaces:

- (1) DFAS Home Page: Directs you to the DFAS Home Page (URL: <http://www.dfas.mil>).
- (2) WInS Login Page: Directs you to the DFAS WInS Home Page.
- (3) E-mail address to the DFAS Electronic Commerce Office.

4. NEW ACCOUNT REQUEST FORM SCREEN

The **New Account Request Form Screen**, accessed by clicking on the **New Account** button (Section 2), allows you to enter general information—a “vendor profile”—about your organization and requests access to at least one of the identified DFAS Payment Systems. Please select only payment systems for which you have currently active contracts. An exception to this is the STARS Payment System. You may request access if you have had active contracts within the preceding six months. DFAS uses this information to create a vendor profile for testing purposes and for live invoice, voucher, and progress payment submission. You will be sent your username and password via e-mail usually within two business days of submitting your New Account Request registration.

Figure 4a depicts the **New Account Request Form Screen**.

The screenshot shows a web browser window with the address bar displaying <https://ecweb.dfas.mil/account/profile/account1.cfm>. The page title is "REGISTER FOR THE SYSTEMS YOU WISH TO INVOICE". Below the title, there are five checkboxes for selecting payment systems: ☐ [MOCAS](#), ☐ [SAMMS](#), ☐ [STARS](#), ☐ [CAPS](#), and ☐ [IAPS](#). A note below these checkboxes says "Click on Payment System for Payment Offices for the system".

The main section is titled "NEW ACCOUNT REQUEST FORM". It contains the following fields and options:

- * Company Name
- * First Name
- * Last Name
- * Cage Code
- ** Duns/Duns+4 Code
- * Address1
- Address2
- * City
- * Country/State (Dropdown menu showing "Alabama")
- * Zip Code
- * Phone Number
- Fax Number
- * Email
- Interested in batch submission? (Dropdown menu showing "No")
- TACOM WEB_EC direct vendor delivery user? (Dropdown menu showing "No")
- * How did you discover WInS? (Select One) (Dropdown menu)

Below the fields, there are two red text messages:

- *Field is required
- **Field is required for STARS, IAPS and CAPS but is optional for others.

At the bottom of the form, there are two instructions:

- You may enter more Cage codes after you click continue
- You may enter more Duns codes after you click continue

At the very bottom of the form, there are two buttons: "Continue" and "Go Back".

The browser window shows the taskbar with the Start button, several open applications (Exploring - Take, DFAS: WInS Login - Micro..., https://ecweb.dfas.m..., Control Panel), and the system clock showing 8:25 AM.

Figure 4a. New Account Request Form Screen

The MOCAS, SAMMS, STARS CAPS and IAPS Payment System Selection Checkboxes

The MOCAS, SAMMS, STARS CAPS, and IAPS Payment System Selection Checkboxes allow you to register for one or more payment systems. Simply click on the applicable payment system(s).

Additional options, Click [here](#) for MOCAS Payment Offices, Click [here](#) for SAMMS Payment Offices, Click [here](#) for STARS Payment Offices, Click [here](#) for CAPS and Click [here](#) for IAPS Payment Offices direct you to information regarding the various MOCAS, SAMMS, STARS, CAPS and IAPS payment offices. Again, only select payment systems for which you have active contracts (except STARS). If, in the future, you are awarded contracts paid by other DFAS payment systems with WInS templates, you may request access to the new payment system by updating your profile through the **Vendor Information Screen** (Section 7). Data Fields identified by asterisks are mandatory and must be provided before WInS will accept the new account registration.

New Account Request Form Screen Field Definitions

Table 6 lists the data dictionary for each field on the **New Account Request Form Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 6. NEW ACCOUNT REQUEST FORM SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company Name	Company name	Vendor	Mandatory	Alphanumeric
First Name	Vendor POC	Vendor	Mandatory	Alphanumeric
Last Name	Vendor POC	Vendor	Mandatory	Alphanumeric
CAGE Code	Commercial and Government Entity Code	DLIS	Mandatory	5 characters, Alphanumeric (No letter 'O')
DUNS/DUNS +4 Code	DUNS Code (Required for STARS, CAPS, and IAPS registrations)	Vendor	Conditional	9 or 13 digit numeric (no special characters)
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
City		Vendor	Mandatory	Alphanumeric
Country/State		Vendor	Mandatory	Select from list
Zip Code		Vendor	Mandatory	Alphanumeric
Phone Number		Vendor	Mandatory	Alphanumeric
Fax Number		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?	Provides a URL address for the WInS Batch Layouts and supporting notes.	Vendor	Optional	Select 'Yes' or 'No'
TACOM WEB_EC direct vendor delivery user?	Army TACOM has a web site for their DVD vendors that feeds the batch MOCAS commercial invoice data directly to WInS	Vendor	Optional	Select 'Yes' or 'No'
How did you discover WinS?	Marketing Statistics	Vendor	Mandatory	Select from list

The Continue and Go Back Buttons

Continue

The **Continue** button directs you to enter additional **Vendor CAGE Code / DUNS Code Selection Screen** (Figure 4b).

Go Back

The **Go Back** button directs you to the **DFAS WInS Home Page** (Section 2).

Figure 4b depicts the **Vendor CAGE Code / DUNS Code Additional Selection Screen**.

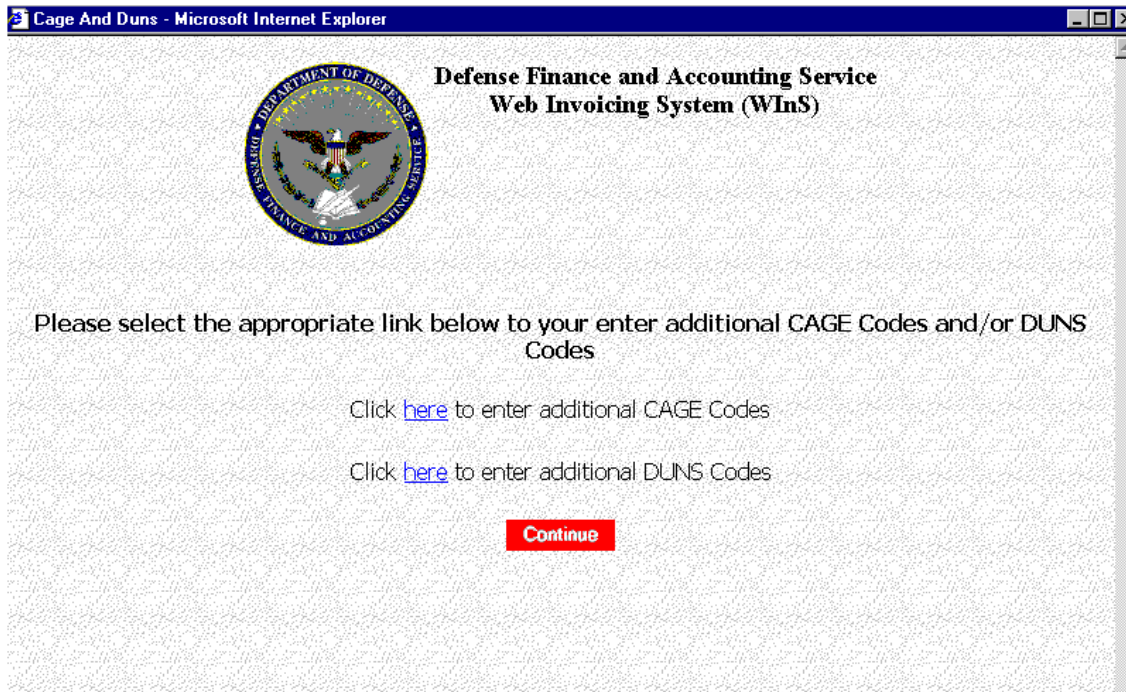


Figure 4b. Vendor CAGE Code / DUNS Code Additional Selection Screen

The first option, **Click [here](#) to enter additional Cage Codes**, directs you to the **Vendor CAGE Code Registration Screen** (Figure 4c).

The second option, **Click [here](#) to enter additional Duns Codes**, directs you to the **Vendor Duns Code Registration Screen** (Figure 4d).

The Continue Button

A small, rectangular button with a light gray background and a thin black border. The word "Continue" is written in a dark gray, sans-serif font.

The **Continue** button submits the **New Account Request** to DFAS WinS for all requests except those that include STARS. If the **New Account Request** contains a STARS Payment System access request, the **Continue** button directs the user to the **STARS Contract Data Screen** (Figure 4e).

Figure 4c depicts the **Additional Vendor CAGE Code Registration Screen**.

VENDOR CAGE CODES

CageCode

Add **Clear**

Continue

EDIT	CAGE CODE
Click Here	0X0X0
Click Here	12345

Figure 4c. Additional Vendor CAGE Code Registration Screen

The CAGE Code Add, Clear, and Continue Buttons

- Add** The **Add** button adds the CAGE Code to the initial registration from Figure 4a.
- Clear** The **Clear** button clears data from the CAGE Code data field before it has been submitted to the Vendor Information.
- Continue** The **Continue** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual CAGE Code line item to be edited. At least one CAGE Code must remain on the **CAGE Code Registration Screen**.

Figure 4d depicts the Additional **Vendor DUNS Code Registration Screen**.

VENDOR DUNS CODES

Duns Code

Add **Clear**

Continue

EDIT	DUNS CODE
Click Here	123456789

Document: Done

Figure 4d. Additional Vendor DUNS Code Registration Screen

The DUNS Code Add, Clear, and Continue Buttons

- Add** The **Add** button adds the DUNS Code to the initial registration from Figure 4a.
- Clear** The **Clear** button clears data from the DUNS Code data field before it has been submitted to the Vendor Information.
- Continue** The **Continue** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual DUNS Code line item to be edited. At least one DUNS/DUNS+4 must remain on the **DUNS Code Registration Screen**.

Figure 4e depicts the **STARS Contract Data Registration Screen**.

https://trams.ssg.gunter.af.mil/account/trames_starscert.cfm?RegID=146 - Microsoft Internet Explorer

STARS CONTRACT AND INVOICE CERTIFICATION INFORMATION

Please enter the following information for all contracts awarded within the past six months and identify which contracts are currently active and those that are completed (inactive)

* DFAS Pay Office

* Contract Number

Active

* Fast Pay Contract?
(FAR 52.213-1)

**Field is required*

Navy Certifier Information

POC Name
POC Phone
* Navy Certifier Code (UIC)
Select or Enter

Add Clear Submit

Contract Number (click to edit)	Active Contract	Fast Pay Contract?	DFAS Payment Office	Navy Certifier UIC Red = Not Validated	Navy Certifier POC	Navy POC Phone
N3244599D8888	NO	NO	N68894	N00070	JOE DIMAGGIO	232-443-5555
N0002499C0002	YES	YES	N45924	N00011	BABE RUTH	222-333-4444

Done

Start | Desktop Assistant 3.01 | DFAS: WinS Login | Microsoft Word - Do... | fig_4b - Paint | https://trams.ss... | fig_4a - Paint | Internet | 8:55 AM

Figure 4e. STARS Contract Data Registration Screen.

STARS Contract Data Registration Screen Field Definitions

Table 7 lists the data dictionary for each field on the **STARS Contract Data Registration Screen**. Mandatory fields must be completed, and optional fields may be completed at your discretion. Enter data for active contracts, and any completed contracts that have been invoiced against within the past six months.

TABLE 7. STARS CONTRACT DATA REGISTRATION SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract Number	Contract Number (only enter contracts that are active or have completed within the previous six months)	Contract	Mandatory	13 to 15 AN character (no hyphens, letters 'O' or 'I')
Active	Specify whether the contract is active (Y or N)	Contract	Mandatory	Select from list (Y or N)
Fastpay?	Specify whether contract has the fastpay contract clause (FAR 52.213-1)	Contract	Mandatory	Select from list
DFAS Pay Office	DFAS Pay Offices using the STARS payment system	Contract	Mandatory	Select from list
Navy Certifier Code	Navy organization certifying invoice for payment (Uniform Identification Code)	Contract	Mandatory	Select from list or enter 6 digit alphanumeric UIC
Navy Certifier POC	Navy Certifier Point of Contact	Vendor	Optional	Alphanumeric
Navy Certifier POC Telephone		Vendor	Optional	Alphanumeric

The STARS Contract Data Registration Screen Add, Clear, and Continue Buttons

Add

The **Add** button adds the STARS Contract Data to the Contract Data Display Matrix.

Clear

The **Clear** button clears the STARS Contract Data from the data entry boxes before it has been submitted to the Contract Data Display Matrix..

Submit Without STARS

Submit Without STARS data allows the user to submit the **New Account Request** for SAMMS or MOCAS without an accompanying STARS request.

Submit

The **Submit** button submits the **New Account Request**.

The **Click Here** hyperlink allows an individual Contract Data record to be edited. At least one Contract Data record must remain on the **STARS Contract Data Registration Screen**.

Figure 4f depicts the **Account Request OK Screen**.

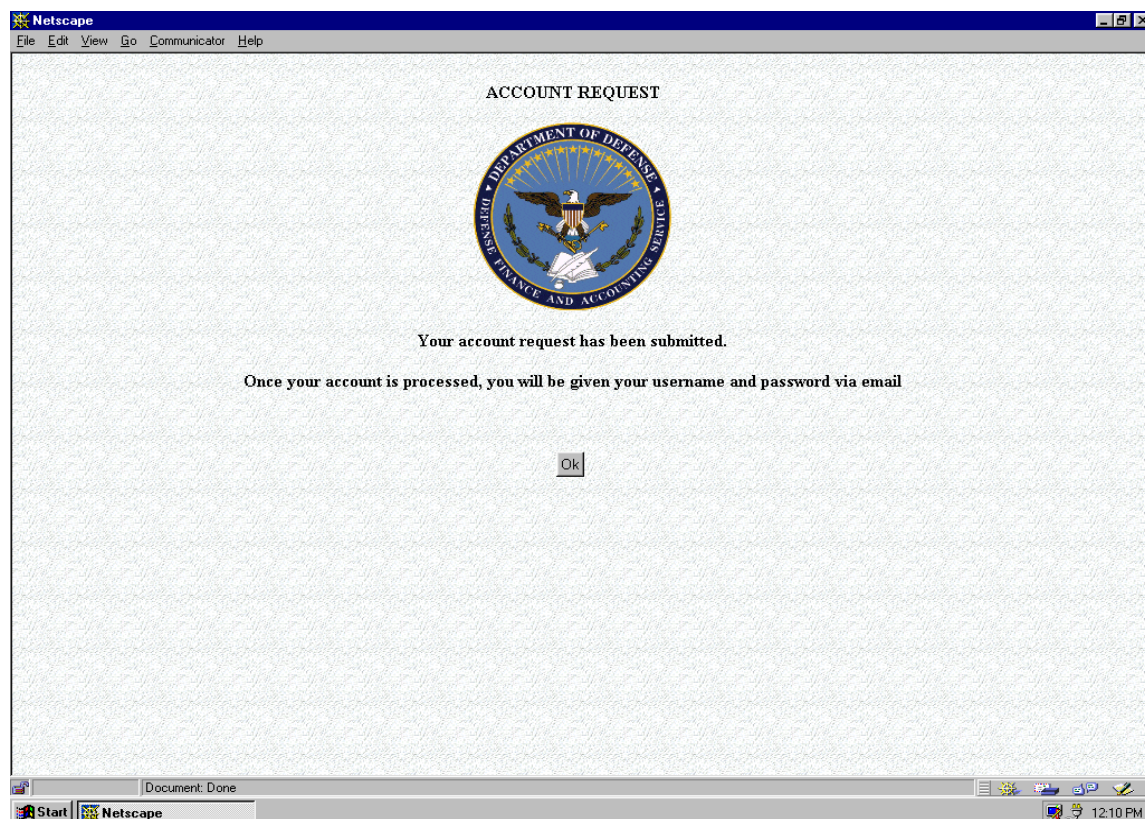


Figure 4f. Account Request OK Screen

The OK Button



The **OK** button directs you to the **DFAS WInS Home Page** (Section 2).

Note: On receipt of a username and password, and prior to submission of actual invoices and vouchers, test transactions must be successfully processed. Refer to *Section 1, Overview, Procedures, Steps 1 and 2*, for testing procedures.

5. WINS PUBLIC VOUCHER ENTRY WARNING NOTIFICATION SCREEN

When a voucher has not been successfully submitted to DFAS WInS (incomplete voucher), the **WInS Voucher Entry Notification Warning Screen** appears. This screen, which provides status information directly after logging into the system, appears only when incomplete invoices, vouchers or progress payment requests are present. This warning will continue to appear after logging in until you either delete the invoice, voucher or progress payment request or complete and submit it to WInS. See the Vouchers List Screen(s) for instructions on deleting or completing incomplete STARS vouchers (Section 16). You will also receive this incomplete voucher information via e-mail as a reminder until the invoice, voucher or progress payment request is completed and successfully submitted to WInS.

Figure 5 depicts a sample WInS Voucher Entry Notification Warning Screen.

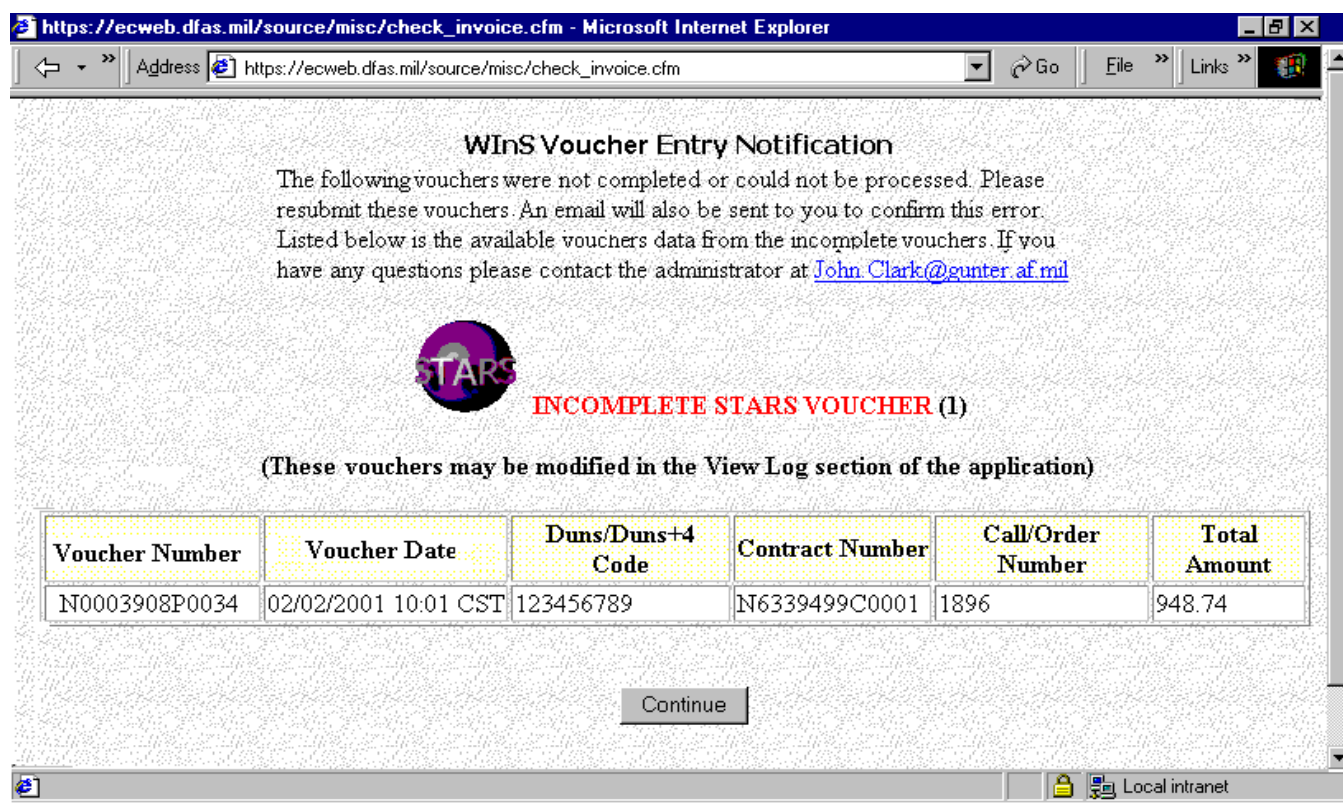


Figure 5. WInS Voucher Entry Notification Warning Screen

Continue

Clicking on the **Continue** button directs you to the **WInS Payment System Picklist Screen** (Figure 6).

6. WINS PAYMENT SYSTEM PICKLIST SCREEN

Once in WInS, you must select an accessible payment system for entering an invoice, voucher or progress payment request by clicking on the payment system button in the left margin. Accessible payment systems are color-coded Green. If you have active contracts with a payment system that is not currently accessible (color-coded Red), you may request access by clicking on the **Vendor Profile** button in the left margin and following the directions for access request (Section 7).

Figure 6 depicts the **WInS Payment System Picklist Screen**.

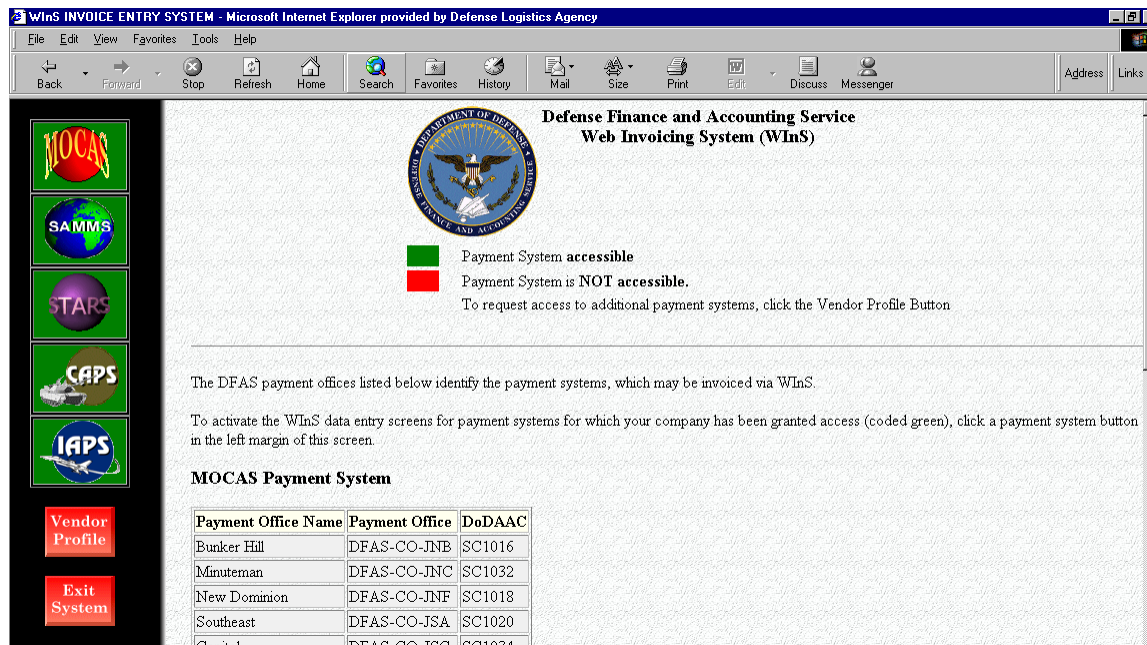


Figure 6. WInS Payment System Picklist Screen

If you are uncertain about which payment system pays your invoice, voucher or progress payment request, scroll down the Picklist and review the tabular data for the currently available payment systems (MOCAS, SAMMS, STARS, CAPS and IAPS) as shown in Figure 6 (Continued) below. Once you have identified the correct payment system, select the appropriate WInS data entry screens by clicking on a payment system identified in the left margin of this screen.

Figure 6 Continued depicts the **WInS Payment System Picklist Screen**. Pay Office Information

**Defense Finance and Accounting Service
Web Invoicing System (WInS)**

Payment System **accessible**
 Payment System is **NOT accessible**.
 To request access to additional payment systems, click the Vendor Profile Button

The DFAS payment offices listed below identify the payment systems, which may be invoiced via WInS.

To activate the WInS data entry screens for payment systems for which your company has been granted access (coded green), click a payment system button in the left margin of this screen.

MOCAS Payment System

Payment Office Name	Payment Office	DoDAAC
Bunker Hill	DFAS-CO-JNB	SC1016
Minuteman	DFAS-CO-JNC	SC1032
New Dominion	DFAS-CO-JNF	SC1018
Southeast	DFAS-CO-JSA	SC1020
Capitol	DFAS-CO-JSC	SC1034
Chesapeake	DFAS-CO-JSD	SC1030
Gulfcoast	DFAS-CO-JWA	SC1024
Gateway	DFAS-CO-JWB	SC1028
DPRO West	DFAS-CO-JWD	SC1002
Santa Ana	DFAS-CO-JWT	SC1006
Van Nuys	DFAS-CO-JWV	SC1004
So. Entitlement	DFAS-CO-JS	HQ0338
West Entitlemnt	DFAS-CO-JW	HQ0339

SAMMS Payment System

Payment Office Name	Payment Office	DoDAAC
(DSCC Construction) DFAS-CO-LSCAA (SECC) S33181	DFAS-CO-LSCAA	S33181
(DSCC Electronic) DFAS-CO-LSCAB (SECE) S33184	DFAS-CO-LSCAB	S33184
(DSCR General) DFAS-CO-LSCAC (SECG) S44073	DFAS-CO-LSCAC	S44073
(DSCP Industrial) DFAS-CO-LSCBA (SEPI) S36054	DFAS-CO-LSCBA	S36054
(DSCP Clothing/Textile) DFAS-CO-LSCBA (SEPT)SC0100	DFAS-CO-LSCBA	SC0100
(DSCP Medical) DFAS-CO-LSCBA (SEPM) SC0200	DFAS-CO-LSCBA	SC0200

STARS Payment System

Office Name	Invoice (SEPS) Office Code	Voucher (ECS) Office Code
DFAS Honolulu (DFAS-PC)	N45924	N45924
DFAS Pensacola (DFAS-PE)	N68566	N68566
DFAS Charleston (DFAS-CH)	N68892	N68892
DFAS Norfolk (DFAS-NO)	N68732	N68732
DFAS Oakland (DFAS-OK)	N68894	HQ0308
DFAS San Diego (DFAS-SD)	N68688	N68688
Stars Test Region (FMSO)	N00367	N/A
Yokota, Japan	N/A	N62649

CAPS Payment Offices

Office Code	Office Location
HQ0300	LAWTON/FT SILL
HQ0302	ROME
M67443	KANSAS CITY

Figure 6 (Continued). **WInS Payment System Picklist Screen**

The MOCAS, SAMMS, STARS CAPS and IAPS Buttons



The **MOCAS, SAMMS, STARS– CAPS and IAPS** buttons direct you to the appropriate payment system.

The Vendor Profile and Exit System Buttons



The **Vendor Profile** button directs you to the **Vendor Information Screen** (Section 7) where you may change your vendor registration information, to include changing your company information, your password, or request access to additional DFAS payment systems.



The **Exit System** button directs you to the **WInS Home Page** (Section 2).

7. VENDOR INFORMATION SCREEN

The **Vendor Information Screen** allows you to view and modify your vendor information as maintained by DFAS WInS. All data fields may be edited except the username which is assigned by the application to be vendor-unique. WInS forwards your vendor profile update to the appropriate DFAS payment office(s). You will receive a copy of this e-mail message as confirmation that the change was accepted into your WInS vendor profile, and forwarded to DFAS. You may also request access to additional DFAS payment systems serviced by WInS by clicking on the **Payment System** button(s) on the lower right of the **Vendor Information Screen** (Figure 7a). The **Payment System Icons** on the bottom left of Figure 7a indicate those systems for which you currently have access. Figure 7a depicts the **Vendor Information Screen**.

Profile - Microsoft Internet Explorer provided by Defense Logistics Agency

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address

Go Links

Company: WInS Testing Company

First Name: Keith

Last Name: Bowman

Address 1: 1931 Jefferson Davis Highway

Address 2:

City: Arlington

Country/State: Virginia

Zip: 22240

Phone: (703) 607-3757

Fax:

Email: keith.bowman@dfas.mil

Interested in batch submission? Yes

TACOM WEB_EC direct vendor delivery user? No

USERNAME: mocas

PASSWORD:

CONFIRM PASSWORD:

Click [here](#) to view/edit your system Cage codes

Click [here](#) to view/edit your system Duns codes

Click [here](#) to view/edit your STARS contract and invoice certification information

System	Payment Offices	Account Status
MOCAS	Offices	You have access
SAMMS	Offices	Request Access
STARS*	Offices	You have access
IAPS*	Offices	You have access
CAPS	Offices	Request Access

* Please click Link in System column above to view your access to individual modules.

Update Reset Go Back

Start Profile - Microsoft Int... untitled - Paint Inbox - Microsoft Outlook 9:33 AM

Figure 7a. Vendor Information Screen

Vendor Information Screen Field Definitions

Table 8 lists the data dictionary for each field on the **Vendor Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 8. VENDOR INFORMATION SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company		Vendor	Mandatory	Alphanumeric
First Name		Vendor	Mandatory	Alphanumeric
Last Name		Vendor	Mandatory	Alphanumeric
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric
State/Country		Vendor	Mandatory	Alphanumeric
Zip		Vendor	Mandatory	Alphanumeric
Phone		Vendor	Mandatory	Alphanumeric
Fax		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?		Vendor	Optional	Select 'Yes' or 'No' from list
TACOM WEB_EC direct vendor delivery user?		Vendor	Optional	Select 'Yes' or 'No' from list
Username	WinS Generated	Vendor	Mandatory	Alphanumeric
Password		Vendor	Mandatory	Alphanumeric
Confirm Password		Vendor	Mandatory	Alphanumeric

The Update, Reset, and Go Back Buttons

Update

After you modify any vendor information, the **Update** button saves the new information. If CAGE Code information has changed, see the note at the bottom of the **Vendor Information Screen** (Figure 7a), which directs you to the **Vendor CAGE Code Screen** (Figure 7b). If DUNS Code information has changed, see the note at the bottom of the **Vendor Information Screen** (Figure 7a), which directs you to the **Vendor DUNS Code Screen** (Figure 7d). When requesting additional access to STARS, a DUNS must be entered before clicking the **Update** button.

Reset

The **Reset** button clears any vendor-entered changes that have not yet been submitted via the **Update** button, and restores the original information.

Go Back

The **Go Back** button directs you to the **WInS Payment System Picklist Screen** (Section 6).

Figure 7b depicts the **Vendor CAGE Codes Screen**

VENDOR CAGE CODES

Cage Code

EDIT	CAGE CODE
Click Here	0X0X0
Click Here	12345
Click Here	22122

Figure 7b. Vendor CAGE Code Screen

The Add, Clear, and Go Back Buttons

- Add** Once a CAGE Code has been entered into the CAGE Code data field, the **Add** button inserts the data into a line item on the **Vendor CAGE Code Screen** and resets the data field for the next CAGE Code Entry.
- Clear** The **Clear** button clears out any CAGE Code entered into the data field but not yet submitted via the **Add** button.
- Go Back** The **Go Back** button directs you to the **Vendor Information Screen** (Figure 7a).

Click Here directs you to the **Vendor CAGE Code Screen (Updates)** and displays the chosen CAGE Code from that CAGE Code Record for editing. At least one CAGE Code must remain in the vendor profile.

Figure 7c depicts the **Vendor CAGE Code Screen (Updates)**.

VENDOR CAGE CODES

CageCode X000X

Update Reset Cancel Delete

EDIT	CAGE CODE
Click Here	X000X

Figure 7c. Vendor CAGE Code Screen (Updates)

The Update, Reset, Cancel, and Delete Buttons

Update

Once the CAGE Code has been edited, the **Update** button records the change on the **Vendor CAGE Code Screen**.

Reset

After the CAGE Code has been edited in the data field, but before submitting with the **Update** button, the **Reset** button will restore the original CAGE Code to the data field on the **Vendor CAGE Code Screen** (Figure 7b).

Cancel

The **Cancel** button returns you to the pre-edit data set from the **Vendor CAGE Code Screen** (Figure 7b).

Delete

The **Delete** button deletes the identified CAGE Code unless it is the last remaining CAGE Code on the **Vendor CAGE Code Screen** (Figure 7b).

Figure 7d depicts the **Vendor DUNS Codes Screen**.

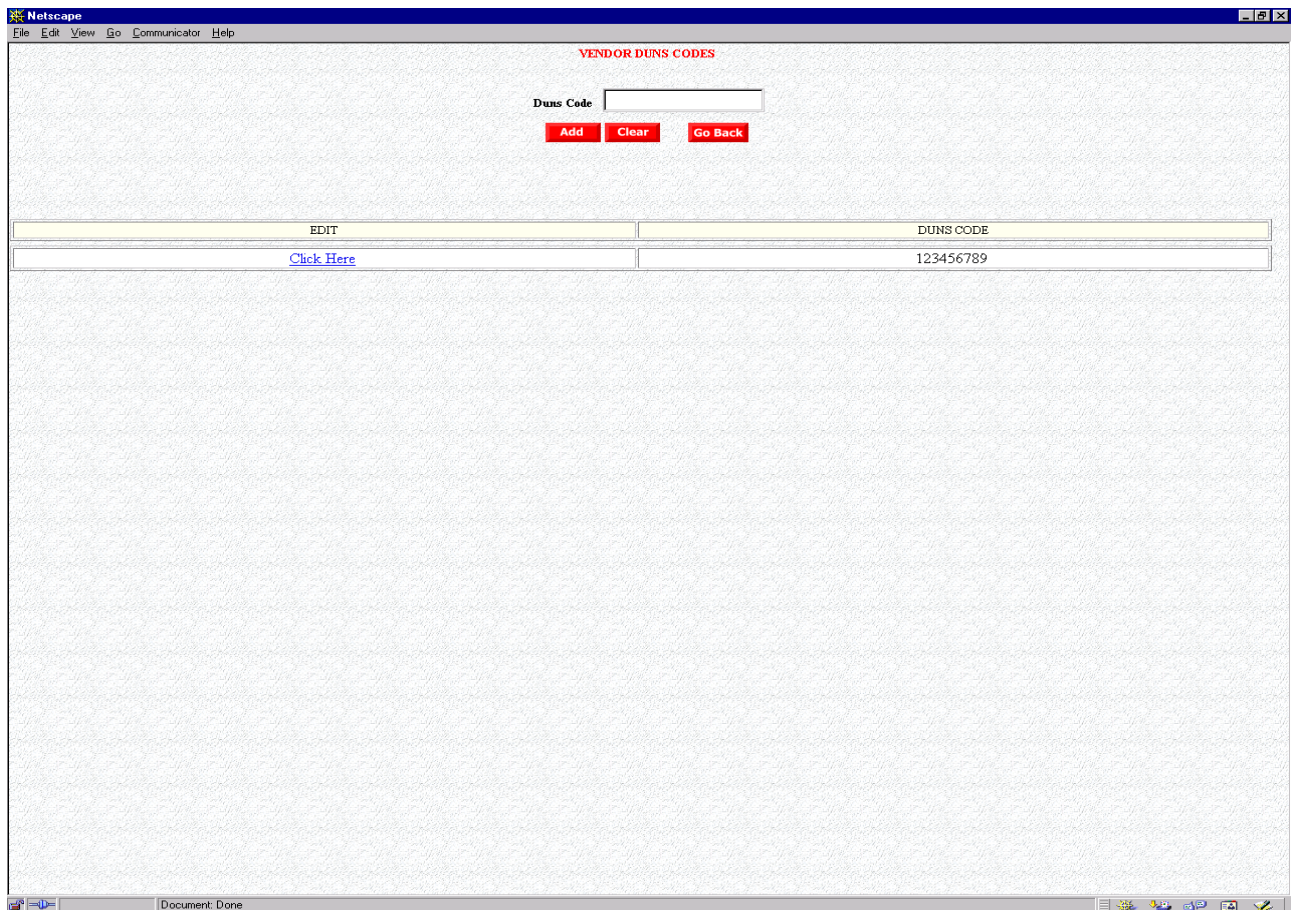


Figure 7d. Vendor DUNS Code Screen

The Add, Clear, and Go Back Buttons

Add

Once a DUNS Code has been entered into the DUNS Code data field, the **Add** button inserts the data into a line item on the **Vendor DUNS Code Screen** and resets the data field for the next DUNS Code Entry.

Clear

The **Clear** button clears out any DUNS Code entered into the data field but not yet submitted via the **Add** button.

Go Back

The **Go Back** button directs you to the **Vendor Information Screen** (Figure 7a).

Click Here directs you to the **Vendor DUNS Code Screen (Updates)** and displays the chosen DUNS Code from that DUNS Code Record.

Figure 7e depicts the **Vendor DUNS Code Screen (Updates)**.

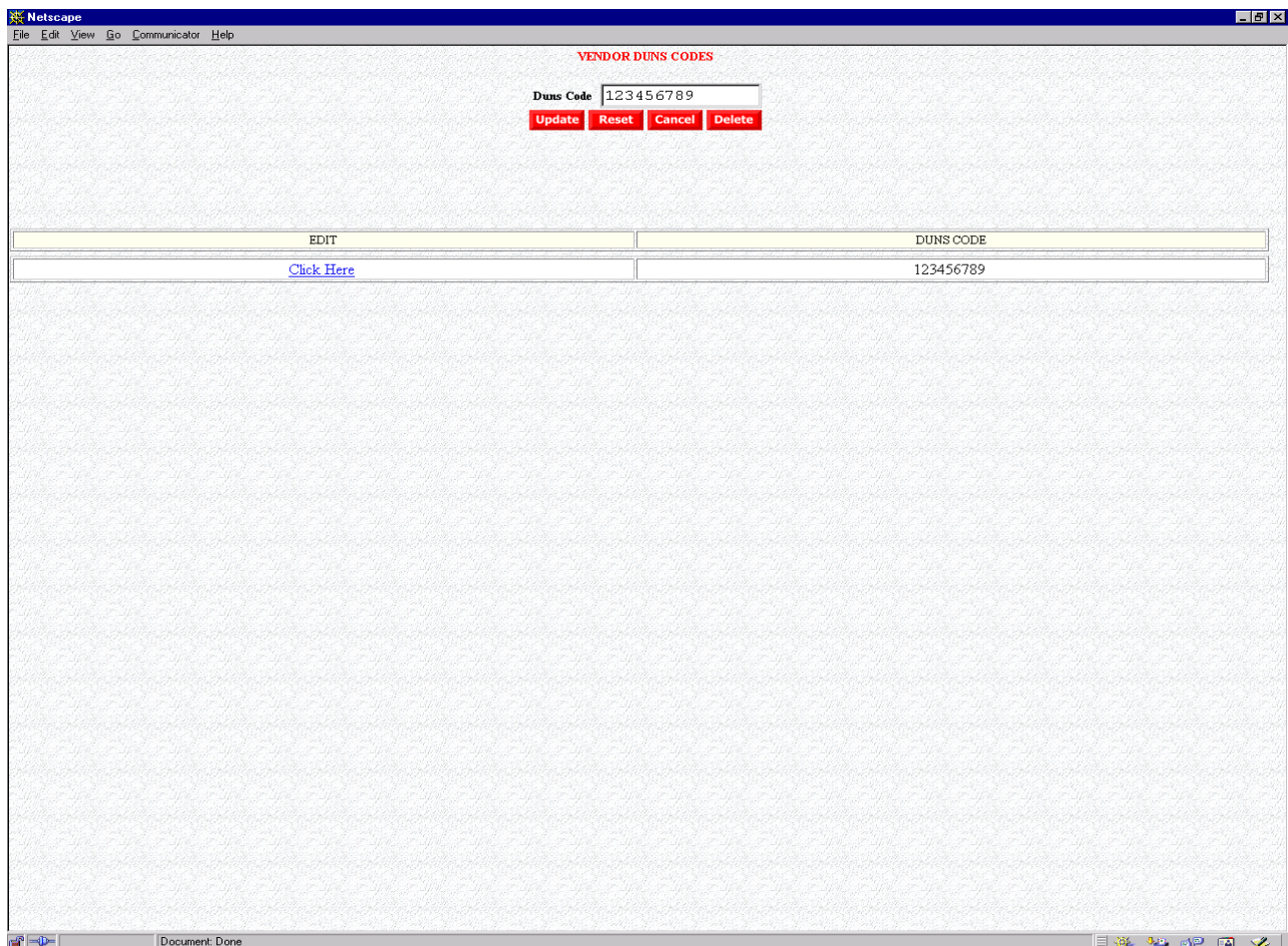


Figure 7e. Vendor DUNS Code Screen (Updates)

The Update, Reset, Cancel, Delete, and Go Back Buttons

Update

Once the DUNS Code has been edited, the **Update** button records the change on the **Vendor DUNS Code Screen**.

Reset

After the DUNS Code has been edited in the data field, but before submitting with the **Update** button, the **Reset** button will restore the original DUNS Code to the data field on the **Vendor DUNS Code Screen** (Figure 7d).

Cancel

The **Cancel** button returns you to the pre-edit data set from the **Vendor DUNS Code Screen** (Figure 7d).

Delete

The **Delete** button deletes the identified DUNS Code unless it is the last remaining DUNS Code on the **Vendor DUNS Code Screen** (Figure 7d).

When STARS access is requested via the Vendor Information Screen, , or when a vendor with STARS access needs to update their active contracts list to include new awards, an additional screen, the STARS Contract Data Registration Screen must be completed.

Figure 7f depicts the STARS Contract Data Registration Screen.

https://trams.ssg.gunter.af.mil/account/edit_profile/trames_starscert.cfm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Dell Home

Address https://trams.ssg.gunter.af.mil/account/edit_profile/trames_starscert.cfm Go Links

STARS CONTRACT AND INVOICE CERTIFICATION INFORMATION

Please enter the following information for all contracts awarded within the past six months and identify which contracts are currently active and those that are completed (inactive)

*** DFAS Pay Office**

DFAS Charleston (DFAS-CH) [N68892]

*** Contract Number**

N6339499C0032

*** Fast Pay Contract?**
(FAR 52.213-1)

NO

**Field is required*

Navy Certifier Information

POC Name

POC Phone

*** Navy Certifier Code (UIC)**

Select or Enter N01234

Update Reset Cancel Delete

Contract Number (click to +dit)	Active Contract	FastPay Contract?	DFAS Payment Office	Navy Certifier UIC Red = Not Validated	Navy Certifier POC	Navy POC Phone
N6339499C0032	YES	NO	N68892	N01234	MICKEY MANTLE	555-444-6666
N6339499C0001	YES	NO	N68892	N01234	MICKEY MANTLE	555-444-6666
N3244599D8888	NO	NO	N68894	N00070	JOE DIMAGGIO	232-443-5555
N0002499C0002	YES	YES	N45924	N00011	BABE RUTH	222-333-4444

click here to edit

Start Distiller Assistant 3.01 Microsoft Word - Defense ... fig_4e - Paint https://trams.ssg.gun... 10:48 AM

Figure 7f. STARS Contract Data Registration Screen.

STARS Contract Data Registration Screen Field Definitions

Table 9 lists the data dictionary for each field on the **STARS Contract Data Registration Screen**. Mandatory fields must be completed, and optional fields may be completed at your discretion. Enter data for active contracts, and any completed contracts that have been invoiced against within the past six months. Also use this screen to notify DFAS of new contract awards as they occur as this information must be entered into the certification system developed by DFAS for Navy certifiers to perform electronic certification.

TABLE 9. STARS CONTRACT DATA REGISTRATION SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract Number	Contract Number (only enter contracts that are active or have completed within the previous six months)	Contract	Mandatory	13 digit Alphanumeric (No hyphens, no Letter 'O')
Active	Specify whether the contract is active (Y or N)	Contract	Mandatory	Select from list (Y or N)
Fastpay?	Specify whether contract has the fastpay contract clause (FAR 52.213-1)	Contract	Mandatory	Select from list(Y or N)
DFAS Pay Office	DFAS Pay Offices using the STARS payment system	Contract	Mandatory	Select from list
Navy Certifier Code	Navy organization certifying invoice for payment [Uniform Identification Code (UIC)]	Contract	Mandatory	Select from list, or enter 6 digit Alphanumeric
Navy Certifier POC	Navy Certifier Point of Contact	Vendor	Optional	Alphanumeric
Navy Certifier POC Telephone		Vendor	Optional	Alphanumeric

The STARS Contract Data Registration Screen Add, Clear, and Continue Buttons

Add	The Add button adds the STARS Contract Data to the Data Display Matrix.
Clear	The Clear button clears the STARS Contract Data from the data entry boxes before it has been submitted to the Data Display Matrix..
Submit Without STARS	Submit Without STARS Data allows the user to submit the Vendor Profile Update with an additional payment system request for SAMMS, MOCAS, CAPS or IAPS without an accompanying STARS payment system access request.
Submit	The Submit button submits the New Account Request .

The **Click Here** for STARS Contract Data and Invoice Certifier hyperlink on the Information Screen allows an individual Contract Data record to be edited. At least one Contract Data record must remain on the STARS Contract Data Registration Screen.

The Update, Reset, Cancel, Delete, and Go Back Buttons

Update

Once a STARS Contract Data Record has been edited, the **Update** button records the change on the **STARS Contract Data Registration Screen**.

Reset

After the STARS Contract Data Record has been edited in the data fields, but before submitting with the **Update** button, the **Reset** button will restore the original STARS Contract Data information to the data fields on the **STARS Contract Data Registration Screen** (Figure 7g).

Cancel

The **Cancel** button returns you to the pre-edit data set from the **Contract Data Registration Screen** (Figure 7g).

Delete

The **Delete** button deletes the identified STARS Contract Data Record unless it is the last remaining STARS Contract Data Record on the the **Contract Data Registration Screen** (Figure 7g).

Once information on the **Vendor Information Screen** has been updated, the **Vendor Information Update Submission OK Screen**, shown below, appears as verification.

Figure 7g depicts the **Vendor Information Update Submission OK Screen**

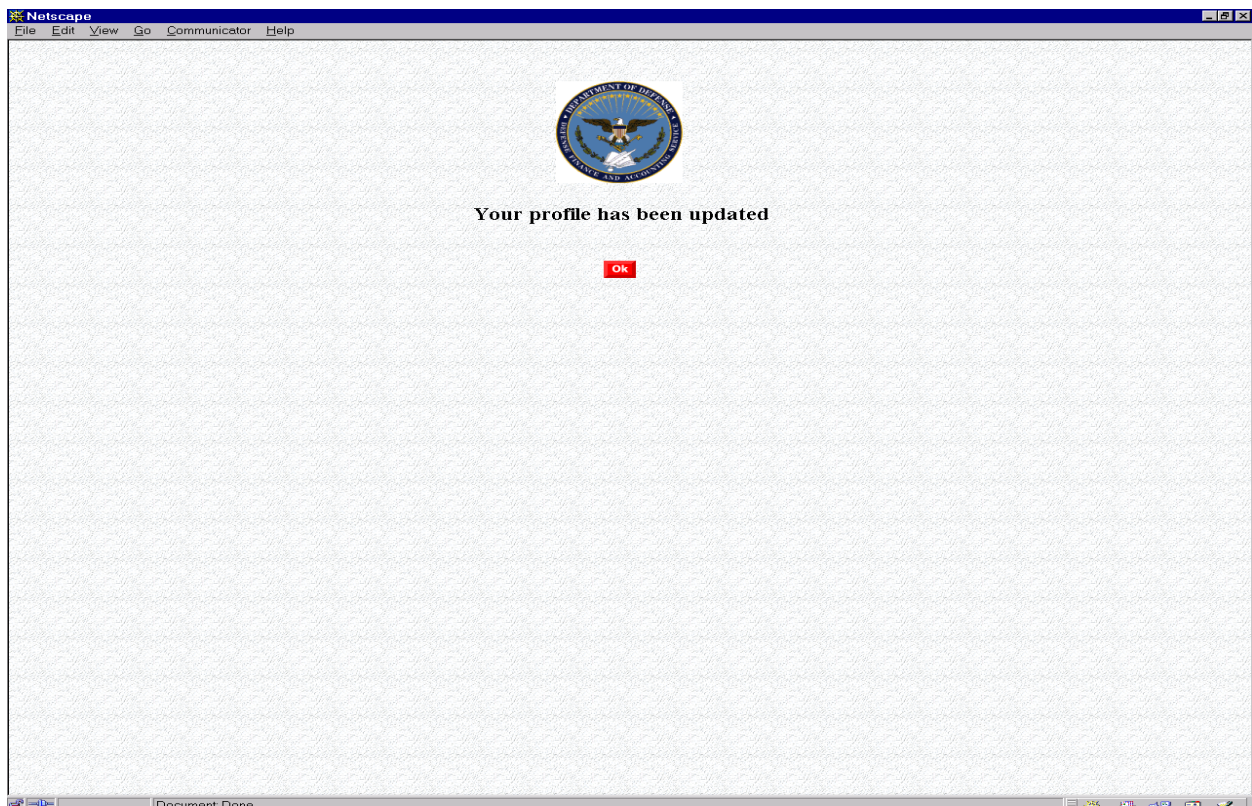


Figure 7g. Vendor Information Update Submission OK Screen

The OK Button



The **OK** button returns you to the **WInS Payment System Picklist Screen** (Section 6).

Additional Payment System Access Requests

You may also request access to additional DFAS payment systems serviced by WInS by clicking on the **Payment System** Account Status (links in the data box at the bottom of the **Vendor Information Screen** (Figure 7a). **DO NOT** request access to additional payment systems via the **New Account Request Form** (Section 4).

Figure 7h depicts an **Additional Payment System (STARS) Access Request Screen**

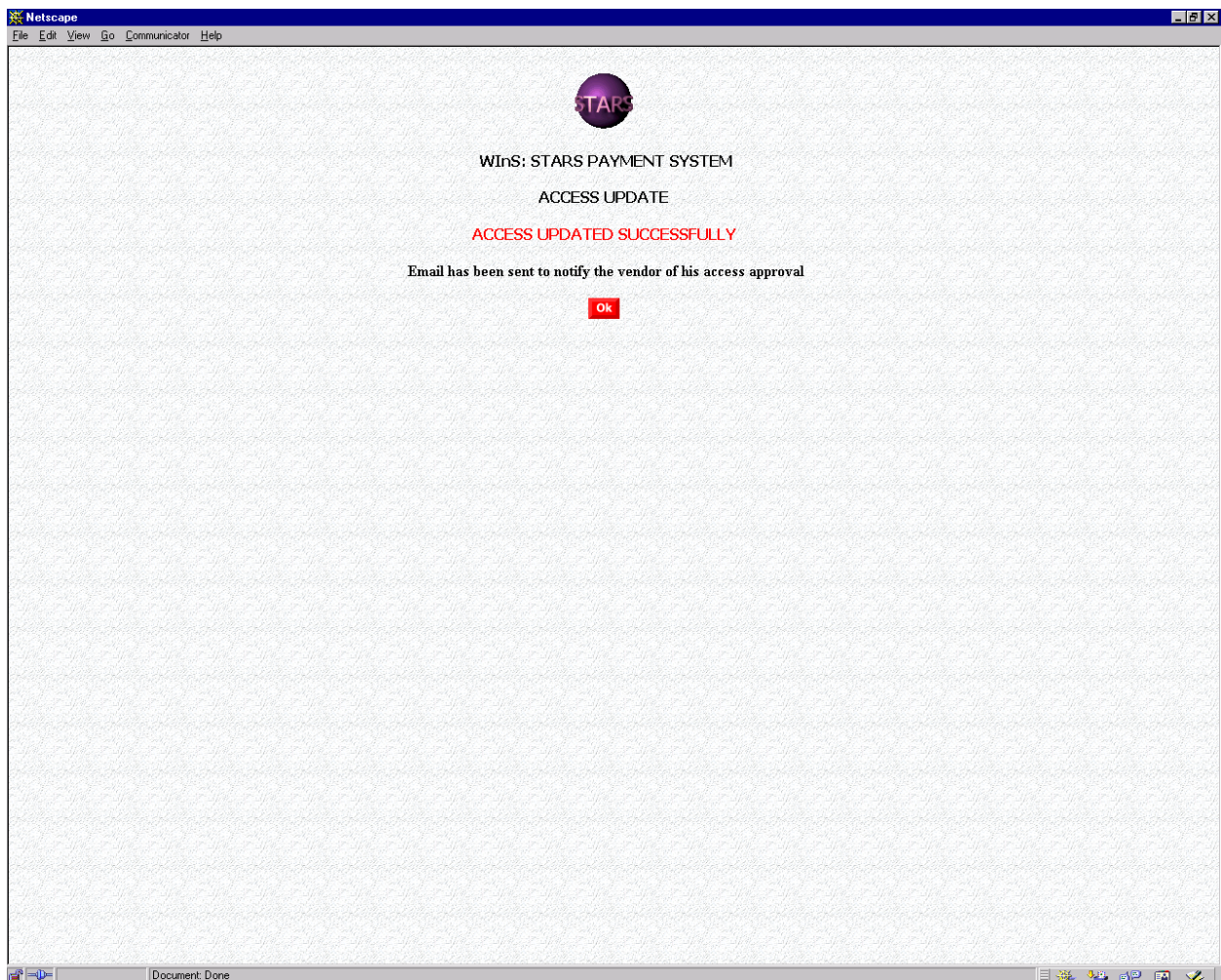


Figure 7h. Additional Payment System (STARS) Access Request Screen

8. STARS PUBLIC VOUCHER PAY SELECTION SCREEN

The **STARS Public Voucher Pay Selection Screen** contains the STARS menu of DFAS WInS. It directs you to the STARS Commercial Invoice or Public Voucher applications.

Figure 8 depicts the **STARS Public Voucher Pay Selection Screen**.



Figure 8. STARS Public Voucher Pay Selection Screen

The Commercial Invoice and Public Voucher Pay Buttons

Commercial Invoices

The **Commercial Invoices** button directs you to the **STARS Commercial Invoice Header Screen** (WInS Users Manual, Volume 5) to begin the process of submitting a commercial invoice to DFAS.

Public Vouchers

The **Public Vouchers** button directs you to the **STARS Public Voucher Header Screen** (WInS Users Manual, Volume 6) to begin the process of submitting a public voucher to DFAS.

Click [here](#) to return to the main page returns you to the **WInS Payment System Picklist Screen** (Section 6).

9. STARS PUBLIC VOUCHER HEADER SCREEN

The **STARS Public Voucher Header Screen** is used to manually enter general and summary information concerning a particular voucher. Selecting a previously entered Contract No. will populate the following fields from that previously submitted voucher: DCAA Approval for Direct Submission of Interim Voucher Status, Award Date, DUNS/DUNS+4, Cage Code, IRS Code, AAA, Paying Office, Navy Certifier Code, and DCAA Site Code.

There are three paths through the STARS Public Voucher orchestrated by the choice made to the question regarding whether your company has been approved by the Defense Contract Audit Agency (DCAA) for direct submission of interim vouchers to DFAS. If DCAA approval is not applicable or if DCAA approval has been given, then the STARS Public Voucher need not include the DCAA Field Office site DoDAAC code. If DCAA currently reviews your paper vouchers and they have not yet approved your billing system for direct submission of interim vouchers to DFAS then you may only use WinS STARS Public Vouchers if the DCAA Field site associated with this contract is listed in the DCAA Site Code block at the bottom of the header screen. This indicates that your DCAA office has access to electronically review your vouchers.

The same is true of the Navy Certifier Code. If the code associated with your contract is not listed in the block at the bottom of the header screen, then you may not send live WinS STARS Public Vouchers as your certifier is not in the electronic certification system.

Figure 9 depicts the STARS Public Voucher Header Screen

STARS PUBLIC VOUCHER - Microsoft Internet Explorer

STARS PUBLIC VOUCHER HEADER

CONTRACT NO. Select From List N6339401C3333 Or Enter Here

DCAA APPROVED FOR DIRECT SUBMISSION OF INTERIM VOUCHERS? YES VOUCHER DATE (YYYY/MM/DD) 2001/06/15

VOUCHER NO. STARSPV5 DELIVERY ORDER NO.

DUNS/DUNS+4# 123456789 CAGE 00100

IRS CODE AAA 068892

TOTAL \$ 450.67 AWARD DATE (YYYY/MM/DD) 2000/10/02

VOUCHER DESCRIPTION

VOUCHER ORDER Intermediate MOD NO.

PAYING OFFICE DFAS Charleston (DFAS-CH) [N68892]

DISCOUNT DOLLARS	DISCOUNT \$ AMOUNT	DISCOUNT DUE DATE (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>	<input type="text"/>
DISCOUNT PERCENTAGE(S)	DISCOUNT PERCENT	DISCOUNT DAYS DUE
<input type="text"/>	<input type="text"/>	<input type="text"/>
Discount Help		

LONG LINE OF ACCOUNTING

Provide on the header screen if accounting data is identical for all line items, or if a single line item is provided. Provide on details screens if submitting multiple line items with varying accounting information.

GAIN AGENCY	BEG. BY END BY	APPROP.	SUBHEAD	OBJ CLASS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	3	11	15	19

BUREAU CONTROL NO.	SUB. ALLOT	AAA	TRANS TYPE	PAA	COST CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
23	28	29	35	37	43

Long Line of Accounting Help

CERTIFYING OFFICES

NAVY CERTIFIER CODE	DCAA SITE CODE
ENTER <input type="text"/>	ENTER <input type="text"/>
or	or
SELECT N00039 - SPACE AND NAVAL WARFARE, SAN DIEGO, CA	SELECT <input type="text"/>

Continue Clear Help

Figure 9. STARS Public Voucher Header Screen

STARS Public Voucher Header Screen Field Definitions

Table 1 lists the data dictionary for each field on the **STARS Public Voucher Header Screen**. Mandatory fields must be completed, Optional fields may be completed at the discretion of the user, and Conditional fields must only be completed if the user's contract specifically requires the information, otherwise those fields are treated as optional.

TABLE 10. STARS PUBLIC VOUCHER HEADER SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract No.	Contract number	Contract	Mandatory	Select from list or enter 13 to 15 character alphanumeric in data entry box. (No hyphens, no letter "O", no letter "I")
DCAA Approved for Direct Submission of interim Vouchers	Has DCAA approved your company for direct submission of interim vouchers to DFAS?	DCAA	Mandatory	Select from drop down box 'Yes', 'No', or 'Not Applicable'
Award Date	Date contract was awarded	Contract	Mandatory	YYYY/MM/DD
Voucher No.	Voucher Number	Vendor	Mandatory	Alphanumeric, 22 characters, no special characters
Delivery Order No.	Delivery order number	Contract	Conditional	Alphanumeric, 4 characters
DUNS/DUNS+4 #	Duns Code		Mandatory	Select from list a 9-digit numeric DUNS, or a 13 digit numeric DUNS+4 with no hyphens or other special characters.
Cage	Cage Code	DLIS	Mandatory	Select from list a 5 character, alphanumeric. (No letter "O", no letter "I")
IRS Code	IRS Code		Optional	Select from drop down box.
AAA	Authorized Accounting	Contract	Optional	Alphanumeric, 6

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
	Activity			characters. (Don not enter here if there are different AAA's across the line items)
Total Amount	Total dollar amount of the invoice	Vendor	Mandatory	Numeric, up to 13 characters, including decimal. No more than two positions past decimal
Voucher Description	Voucher information	Vendor	Optional	Alphanumeric, up to 80 characters: State SF1035 Faxed separately to DCAA when Direct Submission of Interim Vouchers has not been approved, unless DCAA approval is not applicable
Voucher Order	Voucher order of submission: Currently First and Last Vouchers may not be submitted.	Vendor	Mandatory	Select from drop down box: 'First', 'Intermediate', or 'Last'
Mod No.	Contract Modification Number	Contract	Optional	Alphanumeric, 6 characters
Paying Office	DFAS Paying Office	Contract	Mandatory	Select from list
Discount \$ Amount *	Discount amount	Vendor	Optional	Numeric, up to 9 characters, including decimal. No more than 2 positions right of decimal.
Discount Due Date*	Discount due date	Vendor	Optional	YYYY/MM/DD
Discount Percent*	Discount percent	Vendor	Optional	Numeric, 6 digits including decimal. Cannot exceed 100%, format xx.xxx
Discount Days Due*	Discount due days	Vendor	Optional	Integer, 2 digits
Gaining Agency	DoD Owner of Funds	Contract	Conditional	Select from list

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
(LOA)				
Fiscal Year Information (LOA)	Beginning and Ending Fiscal years	Contract	Conditional	Alphanumeric, 8 characters (19992000).
Appropriation (LOA)	Financial Information Code (Appropriation)	Contract	Conditional	Alphanumeric, 4 characters.
Subhead (LOA)	Financial Information Code (Subhead)	Contract	Conditional	Alphanumeric, 4 characters
Object Class (LOA)	Financial Information Code (Object Class)	Contract	Conditional	Alphanumeric, 3 or 4 characters.
BCN (LOA)	Financial Information Code (BCN)	Contract	Conditional	Alphanumeric, 5 characters.
Sub-Allotment (LOA)	Financial Information Code (Sub-Allotment)	Contract	Conditional	Alphanumeric, 1 character.
AAA (LOA)	Financial Information Code (AAA)	Contract	Conditional	Alphanumeric, 6 characters
Transaction Type Code (LOA)	Financial Information Code (Transaction Type Code)	Contract	Conditional	Alphanumeric, 2 characters
PAA (LOA)	Financial Information Code (Property Accounting Activity)	Contract	Conditional	Alphanumeric, 6 characters
Cost Code (LOA)	Financial Information Code (Cost Code)	Contract	Conditional	Alphanumeric, 12 characters
Navy Certifier Code	Navy Certifier Code	Contract	Mandatory	Enter Alphanumeric 6 characters, or Select from drop down box
DCAA Site Code	DCAA Site Code	Contract	Conditional (Required when DCAA approval for direct submission = NO)	Enter Alphanumeric 6 characters, or Select from drop down box.

* See **Discount Help** for Discounting Rules
NOTE: When provided, all LOA segments are required.

The Discount Help and Long Line of Accounting Help Buttons

Discount Help

The **Discount Help** button directs you to the Discount Help screen, which provides information on entering discount data.

Long Line of Accounting Help

The **Long Line of Accounting Help** button directs you to the Long Line of Accounting Help screen, which provides information on entering the Long Line of Accounting.

The Continue, Clear, and Help Buttons

Continue

The **Continue** button directs you to the **STARS Public Voucher Details Screen** (Section 2).

Clear

The **Clear** button clears/deletes all existing entries on the screen.

Help

The **Help** button opens the online user help tool for the screen.

The View Log and Exit System Buttons

View Log

The **View Log** button directs you to the **STARS Submitted Vouchers List Screen** (Section 4) to view, edit, or print previously submitted invoices.

Exit System

The **Exit System** button exits you from the STARS Public Voucher entry screen and directs you to the **STARS Payment System Picklist Screen**.

10. STARS PUBLIC VOUCHER DETAILS SCREEN

The **STARS Public Voucher Details Screen** is used to enter line item information for the voucher. The data matrix at the bottom of the details screen is there to assist the user in properly completing the details information. The matrix carries over the voucher number and the voucher total from the Public Voucher Header Screen (Section 9) in order to show the target price you are capturing on the details screen. As each iteration of the details screen is completed and added, the line item detail is displayed with a record total value. ACRN amount and Unit Price (for CLIN-based data) may be credits as long as the full voucher is a positive (debit) amount. For credit lines, enter a minus sign, followed by the ACRN amount or the Unit Price. When all detailed record costs match the total amount displayed in the matrix the invoice may be successfully submitted. If the total amount is in error, choose the EDIT HEADER button, return to the header (Section 9), make the correction, click on the Update button on the Header Screen and return to the Details Screen (Section 10) to submit the voucher.

Either CLIN data or ACRN data may be submitted within a voucher, but not both. If CLIN data is entered and added to the data matrix, the ACRN data entry boxes are no longer available for subsequent line item data entry. However, with CLIN data entry, the ACRN is required but is entered in the first two positions of the item description followed by a space, then the item description itself. The inverse is true, if ACRN data is entered and added, subsequent line items are limited to ACRN data .

Figures 10a and 10b depict the CLIN-based path through the STARS Public Voucher Details Screen while Figures 10c and 10d depict the ACRN-based path.

Figure 10a depicts CLIN data entry in the initial iteration of the details screen.

The screenshot shows the 'STARS PUBLIC VOUCHER DETAILS' screen in a Microsoft Internet Explorer browser window. The page has a purple sidebar on the left with the 'STARS' logo and 'DFAS' text, and two buttons: 'Submit Voucher' and 'Cancel Voucher'.

The main content area is titled 'STARS PUBLIC VOUCHER DETAILS' and contains a section 'Enter Either CLIN Data OR ACRN Data, But Not Both'. This section has two rows of input fields:

CLIN	QUANTITY	UNIT OF MEASURE Select	Or Enter Here	UNIT PRICE
0001	1	Assembly (AY)		250.2700

Below this is an 'ACRN' section with an 'ACRN' checkbox and an 'ACRN AMOUNT' input field.

The 'ITEM DESCRIPTION' field contains 'AA Item 1'.

Below the item description is a section titled 'LONG LINE OF ACCOUNTING' with a yellow background. It contains a text box with the instruction: 'Provide on the header screen if accounting data is identical for all line items, or if a single line item is provided. Provide on details screens if submitting multiple line items with varying accounting information.'

Below the instruction is a table for accounting data:

GAIN AGENCY	BEG. BY END BY	APPROP.	SUBHEAD	OBJ CLASS
17 (DEPARTMENT OF NAVY)	20002001	1805	0045S	045
1	3	11	15	20

Below this is another table for accounting data:

BUREAU CONTROL NO.	SUB. ALLOT	AAA	TRANS TYPE	PAA	COST CODE
67488	3	967777	4E	987655	3757575757
23	28	29	35	37	43

Below the tables are three buttons: 'Add', 'Clear', and 'Help'.

At the bottom of the screen is a summary bar with the following information:

Edit Header	Voucher Number : STARSPV5	Total Amount : \$450.67
-----------------------------	----------------------------------	--------------------------------

Below the summary bar is a table with the following columns: EDIT, ACRN, CLIN/SLIN, QTY, U/M, UNIT PRICE, LINE TOTAL. The text 'No Line Items have been entered' is displayed below the table.

Figure 10a. STARS Public Voucher Detail Screen (CLIN Example)

Figure 10b depicts CLIN data entry for subsequent line item. The ACRN data entry boxes are no longer available. If during data entry the vendor desires to convert from CLIN-based to ACRN-based line item detail, call each line item into edit mode by clicking on the “Click Here” in the edit column, then clicking the delete button. Once all line items have been purged, the details screen will once again display both CLIN and ACRN data entry options.

Stars Public Voucher - Microsoft Internet Explorer

STARS PUBLIC VOUCHER DETAILS

If you want to enter ACRN details for this voucher, you must first delete all CLIN details.

CLIN	QUANTITY	UNIT OF MEASURE Select	Or Enter Here	UNIT PRICE
0002	1	Cubic Feet (CF)		200.40

ITEM DESCRIPTION: AA Item 2

LONG LINE OF ACCOUNTING

Provide on the header screen if accounting data is identical for all line items, or if a single line item is provided. Provide on details screens if submitting multiple line items with varying accounting information.

GAIN AGENCY	BEG. BY END BY	APPROP.	SUBHEAD	OBJ CLASS
1	3	11	15	20

BUREAU CONTROL NO.	SUB.	ALL OT	AAA	TRANS TYPE	PAA	COST CODE
23	28	29	35	37	43	

[Long Line of Accounting Help](#)

[Add](#)
[Clear](#)
[Help](#)

[Edit Header](#)
Voucher Number : **STARSPV5**
Total Amount : **\$450.67**

EDIT	ACRN	CLIN/SLIN	QTY	U/M	UNIT PRICE	LINE TOTAL
Click Here	AA	0001	1.00	AY	\$250.27	\$250.27
STARS Calculated Total \$						\$250.27

Figure 10b. depicts the STARS Public Voucher Details Screen with CLIN data only

Figure 10c depicts ACRN data entry in the initial iteration of the details screen.

Figure 10c. STARS Public Voucher Detail Screen (ACRN Example)

Figure 10d depicts ACRN data entry for subsequent line item. The CLIN data entry boxes are no longer available. If during data entry the vendor desires to convert from ACRN-based to CLIN-based line item detail, call each line item into edit mode by clicking on the “Click Here” in the edit column, then clicking the delete button. Once all line items have been purged, the details screen will once again display both CLIN and ACRN data entry options.

The screenshot shows the 'STARS PUBLIC VOUCHER DETAILS' screen in a Microsoft Internet Explorer browser window. The address bar shows the URL: http://dfasnt1/stars/public_voucher/frames_detail.asp?header_id=191. The page has a left sidebar with the STARS logo, 'DFAS', and buttons for 'Submit Voucher' and 'Cancel Voucher'. The main content area has a title 'STARS PUBLIC VOUCHER DETAILS' and a message: 'If you want to enter CLIN details for this voucher, you must first delete all ACRN details.' Below this is a table for ACRN data entry with columns 'ACRN' and 'ACRN AMOUNT'. The 'ACRN' column has a dropdown menu with 'SD' selected, and the 'ACRN AMOUNT' column has a text box with '200.40'. Below this is a section for 'ITEM DESCRIPTION' with a text box containing 'AA Item 2'. The next section is 'LONG LINE OF ACCOUNTING', which contains a form for accounting data. This form has two rows of input fields. The first row has columns: 'GAIN AGENCY' (dropdown), 'BEG. BY' (text box), 'END BY' (text box), 'APPROP.' (text box), 'SUBHEAD' (text box), and 'OBJ CLASS' (text box). The second row has columns: 'BUREAU CONTROL NO.' (text box), 'SUB. ALLOT' (text box), 'AAA' (text box), 'TRANS TYPE' (text box), 'PAA' (text box), and 'COST CODE' (text box). Below the form is a 'Long Line of Accounting Help' button. At the bottom of the form are 'Add', 'Clear', and 'Help' buttons. Below the form is a table with the following data:

EDIT	ACRN	CLIN/SLIN	QTY	U/M	ACRN AMOUNT	LINE TOTAL
Click Here	SD	N/A	N/A	N/A	\$250.27	\$250.27
STARS Calculated Total \$						\$250.27

At the bottom of the screen, there is a 'Done' button and a 'Local intranet' status bar.

Figure 10d. depicts the STARS Public Voucher Details Screen with ACRN data only

STARS Public Voucher Details Screen Field Definitions

Table 2 lists the data dictionary for each field on the **STARS Public Voucher Details Screen**. Mandatory fields must be completed, and optional fields may be completed at the discretion of the user.

TABLE 11. STARS PUBLIC VOUCHER DETAILS SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
CLIN/SLIN	Contract Line Item Number/Subcontract Line Item Number	Contract	Conditional (Required if ACRN data is not provided)	CLIN: (4 numeric characters) CLIN/SLIN: (4 numeric & 2 alpha) or (6 numeric characters)
Quantity	Quantity being billed	Vendor	Conditional (Required if ACRN data is not provided)	Numeric, 11 characters including the decimal, up to 2 positions to the right of the decimal.
Unit of Measure	Unit of Measure code	Contract	Conditional (Required if ACRN data is not provided)	Select from drop down box OR Enter in data entry box, 2 character alpha.
Unit Price	Price of one unit	Contract/ Vendor	Conditional (Required if ACRN data is not provided)	Numeric, 13 characters including the decimal, up to 2 positions to the right of the decimal.
ACRN	Accounting Classification Reference Number	Contract	Conditional (Required if CLIN data is not provided)	Alphanumeric, 2 characters.
ACRN Price	ACRN Price	Vendor/ Contract	Conditional (Required if	Numeric, 13 digits including decimal, no

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
			CLIN data is not provided)	more than 2 digits past decimal.
Product Description	Product Description	Vendor	Mandatory	Alphanumeric, 1-80 characters. Description of Invoice Line Item –in free form text. When CLIN data is provided the first two positions must be the ACRN followed by a space, then the item description.
Gain Agency (LOA)	DoD Owner of Funds	Contract	Conditional	Select from list
Fiscal Year Information (LOA)	Beginning and Ending Fiscal years	Contract	Conditional	Alphanumeric, 8 characters (19992000).
Appropriation (LOA)	Financial Information Code (Appropriation)	Contract	Conditional	Alphanumeric, 4 characters.
Subhead (LOA)	Financial Information Code (Subhead)	Contract	Conditional	Alphanumeric, 4-5 characters (4 char Domestic; 5 char FMS), 5th character accounting data is for Foreign Military Sales Case
Object Class (LOA)	Financial Information Code (Object Class)	Contract	Conditional	Alphanumeric, 3 characters.
BCN(LOA)	Financial Information Code (BCN)	Contract	Conditional	Alphanumeric, 5 characters.
Sub-Allotment (LOA)	Financial Information Code (Sub-Allotment)	Contract	Conditional	Alphanumeric, 1 character.
AAA (LOA)	Financial Information Code (AAA)	Contract	Conditional	Alphanumeric, 6 characters.
Transaction Type Code (LOA)	Financial Information Code (Transaction Type Code)	Contract	Conditional	Alphanumeric, 2 characters.
PAA (LOA)	Financial Information Code (Property	Contract	Conditional	Alphanumeric, 6 characters

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
	Accounting Activity)			
Cost Code (LOA)	Financial Information Code (Cost Code)	Contract	Conditional	Alphanumeric, 12 characters

The Long Line of Accounting, Add, Clear, and Help Buttons

Long Line of Accounting Help

The **Long Line of Accounting Help** button directs you to the Long Line of Accounting Help screen, which provides information on entering the Long Line of Accounting.

Add

After line item information is entered into the data fields, the **Add** Button inserts the data on the data display matrix and resets the data fields.

Clear

The **Clear** Button clears/deletes all existing entries on the screen.

Help

The **Help** button opens the online user help tool for the screen.

The Submit Voucher and Cancel Voucher Buttons

Submit Voucher

The **Submit Voucher** Button transmits a completed voucher to DFAS via the Internet.

Cancel Voucher

The **Cancel Voucher** Button clears/deletes all information currently entered on the screen.

11 STARS PUBLIC VOUCHER SUBMISSION CONFIRMATION SCREEN

Once all mandatory information is entered in the STARS Public Voucher Header and Details screens, the voucher is submitted to DFAS WInS by selecting the Submit Voucher button on the STARS Public Voucher Details screen (Section 10). On submittal, the STARS Public Voucher Submission Confirmation Screen appears as verification, as shown below in Figure 11a. Else, if the total amount of the voucher details differ from the total voucher amount, one can expect to get an error screen, such as seen in Figure 11b.

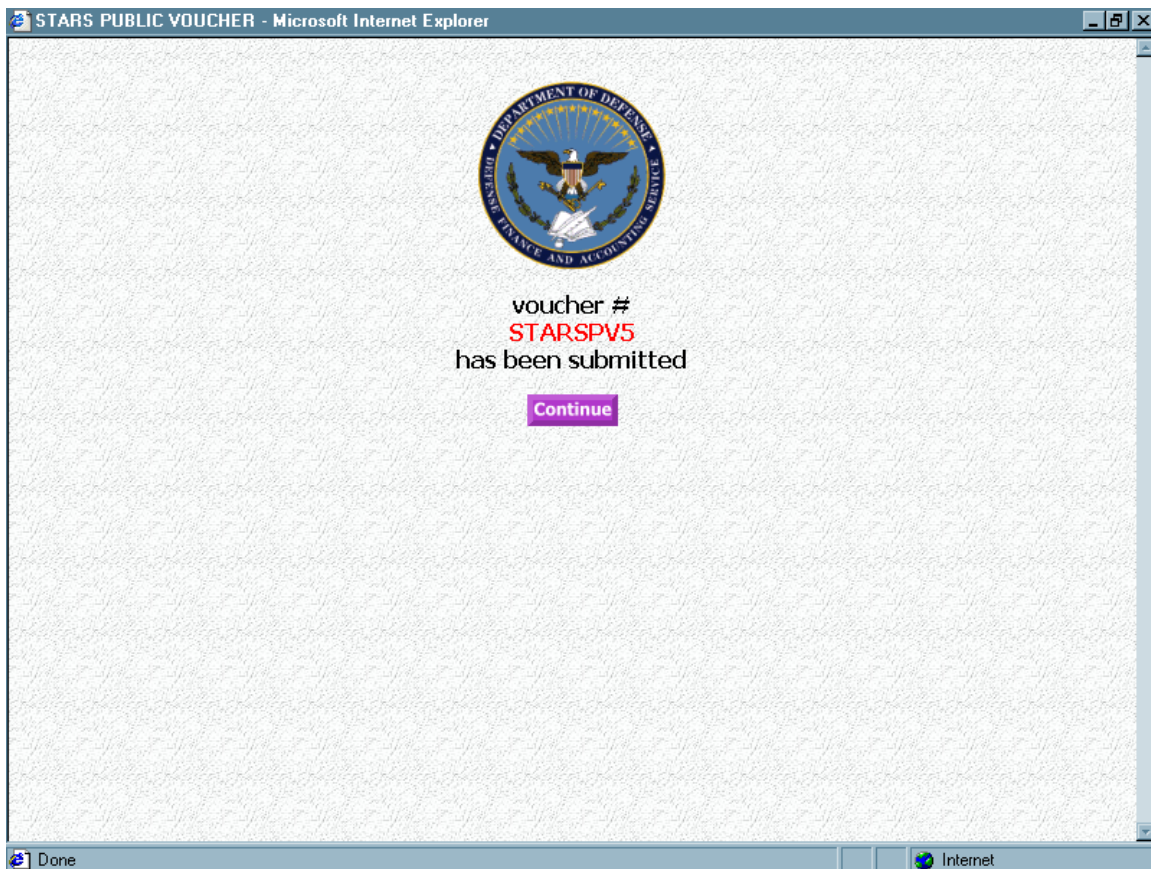


Figure 11a. STARS Public Voucher Submission Confirmation Screen

The Continue Button



The **Continue** button returns you to the STARS Public Voucher Header Screen (Section 9).

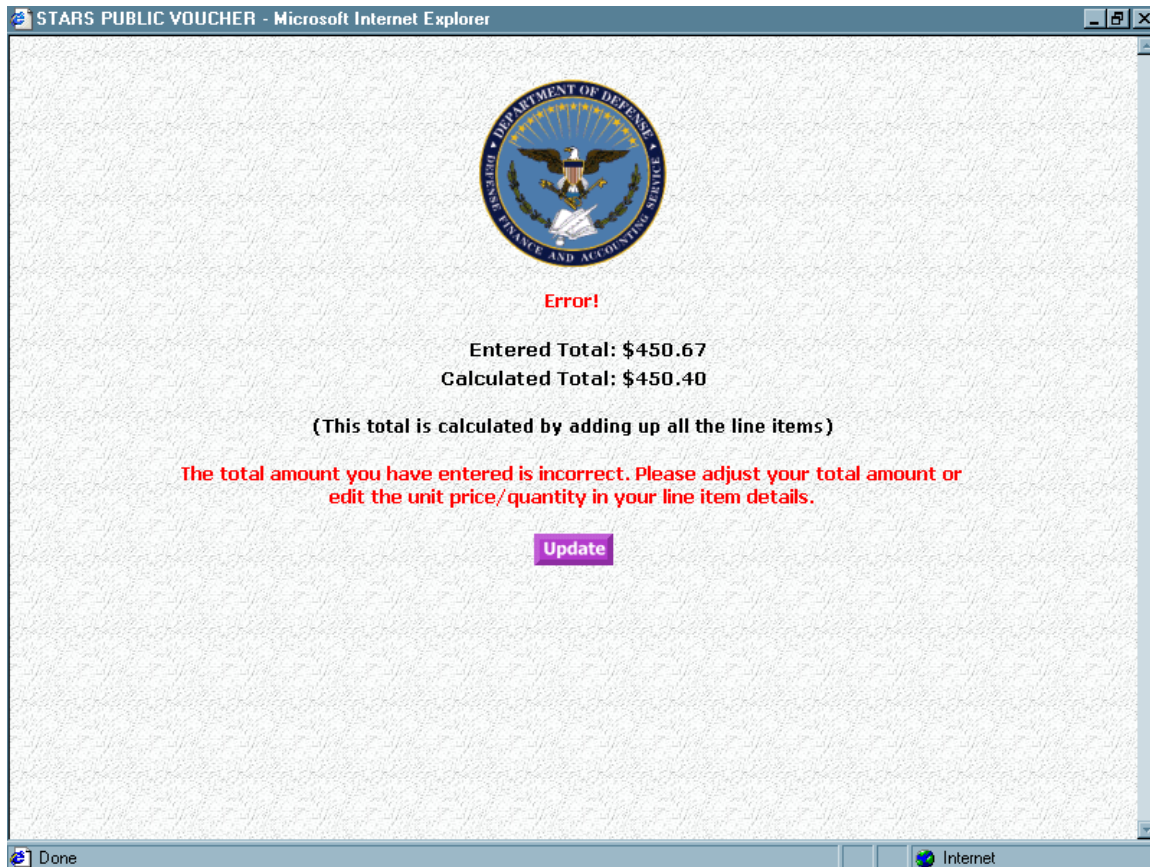


Figure 11b. STARS Public Voucher Submission Confirmation Screen with a Cross Check Error

The Update Button



The **Update** button returns you to the View/Modify STARS Public Voucher Header Screen (Section 14) to resolve the discrepancy.

12. STARS SUBMITTED VOUCHERS LIST SCREEN

The **STARS Submitted Vouchers List Screen** allows you to view a list of all vouchers that have been submitted to the DFAS payment system for the previous 120 to 150 calendar days. Submitted voucher data may be viewed and printed for all vouchers on the list by clicking on the individual Voucher Number. Follow the print instructions described in Section 13, **STARS Submitted Vouchers Details Screen**. The **STARS Submitted Vouchers List Screen** also provides options, under the conditions described below in **Voucher Status**, for deleting vouchers, completing and submitting incomplete vouchers, and correcting errors on previously submitted vouchers and then resubmitting them.

The voucher Date/Time is assigned when the voucher is successfully submitted to the DFAS WInS. WInS then assigns an extracted date/time when the voucher is converted into an EDI voucher format for transmission to DFAS. EDI vouchers are forwarded to the DOD communications infrastructure every hour.

VIEW LOG SUBMITTED PUBLIC VOUCHERS - Microsoft Internet Explorer

STARS
VIEW LOG

SUBMITTED PUBLIC VOUCHERS
Sort Order: ☐ Ascending ☒ Descending Records: 12
Help Go Back
Clean your voucher list View the LOG LEGEND
Search by Voucher Number: Find Clear

VPIS
Vendor Pay Inquiry System
Go Information

Current Records (1 - 12)

Status	Edit	Batch	Navy or DCAA Cert.	Voucher No.	Contract No.	Del. Ord. No.	Date Trans.	Delete
	EDIT	N	Waiting	STARSPV5	N6339480D0008	4577	2000/10/09	
	NO	N	Waiting	STARSPV6	N6339400C7654		2000/10/04	NO
	NO	N	Waiting	STARSPV5	N6339400D0008	4577	2000/10/03	NO
	NO	N	Waiting	STARSPV4	N6339400D4112	0004	2000/10/03	NO
	NO	N	Waiting	STARSPV3	N6339400D0008		2000/10/02	NO
	NO	N	Waiting	STARSPVTEST2	N6339400C7654		2000/10/02	NO
	NO	N	Waiting	WINSTARSPVTEST1	N6339400C7654		2000/10/02	NO
	NO	N	Waiting	4	1221212121212		2000/09/27	NO
	NO	N	Waiting	999999999999999999999999	KATHYTEST927001		2000/09/27	NO

Done Internet

Figure 4a. STARS Submitted Vouchers List Screen

The STARS Public Voucher View Log has two components:

- 1) A View Log Voucher Matrix which displays status information on each submitted voucher and,
- 2) A View Log Data Sorting Box that allows the user to quickly find a specific voucher for editing, review, or printing.

View Log Data Sorting

The topmost box in the STARS Public Voucher **View Log** provides several functions to assist the user in isolating a specific voucher for viewing, editing, or printing. The voucher records are defaulted to sort by descending order by voucher date meaning the most current vouchers appear at the beginning of the **View Log** followed by older vouchers. The **View Log Data Sort Box** allows the user to switch the display order to ascending so the oldest vouchers are displayed first, then back to descending voucher order. Finally, the user may enter a voucher number in the **Search by Voucher Number** data entry box and then click on the **Find** Button, or hit the **Enter** Key on the PC's Keyboard and WInS will display the requested record.

Vendor Pay Inquiry System (VPIS)

The **Vendor Pay Inquiry System (VPIS)** is an application developed for the convenience of contractors doing business with the Department of Defense (DoD). It provides information on invoices submitted against DoD contracts that the Defense Finance and Accounting Service is responsible for paying. VPIS consolidates the data obtained from DFAS Centers and Operating Locations into one central repository which contains all open contracts, plus any payments made within the last 30 days. VPIS contains data from all DFAS paying locations, RAFO Korea, and Ramstein AFB. A vendor may use VPIS to: research the status of a recently filed invoice, determine when payment will be issued, determine if something is lacking for payment processing, obtain information associated with a check received, view contract number, invoices covered, interest or freight included in the payment, or tax or discount withheld, or obtain the same background information for an electronic funds transfer (EFT) payment. The user may view information about VPIS by clicking the **Information** button. To go to the VPIS website at <http://www.dfas.mil/money/vendor>, click the **GO** button.

View Log Voucher Matrix

The bottom portion of the **STARS Submitted Public Vouchers List Screen** is a **View Log Voucher Matrix** that displays a record of each voucher the user has submitted since the last DFAS archiving. You may view these records by using the right scroll bar. The **Clear Locked Records** link is used to push vouchers through to WInS if they display a Lock Icon in the Status Column. See below for more information on the Icons which may be displayed in the **View Log Voucher Matrix** Status Column. The **View the LOG LEGEND** describes the Icons used in the **View Log Voucher Matrix** Status Column. The **Close Legend** button closes the **STARS View Log Legend Screen**. The **View Log Invoice Matrix** provides status information related to the user's submitted invoices. The columns are described from left to right.

Status Column

The Status Column of the View Log Invoice Matrix provides important invoice tracking information.

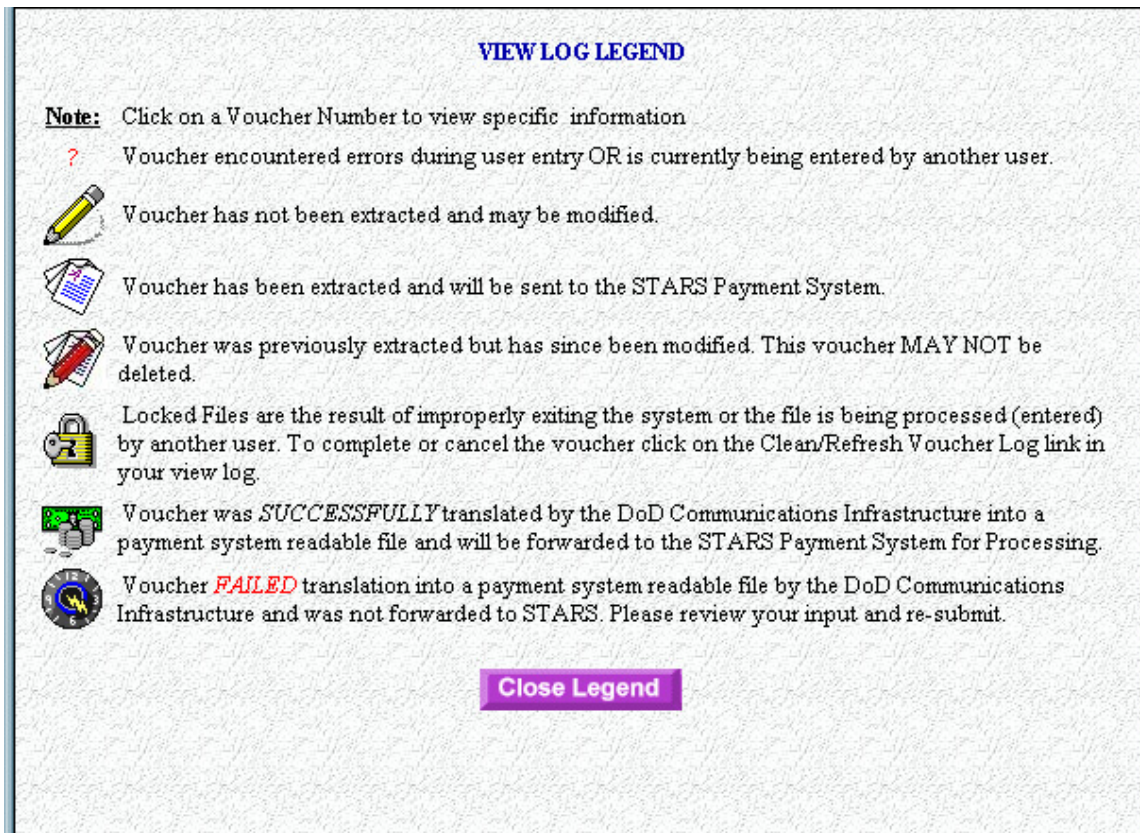



Figure 12b. STARS View Log Legend Screen

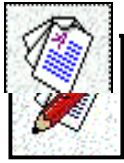
The Status Column of the data matrix on the **STARS Public Vouchers List Screen** provides important voucher tracking information. There are currently seven possible symbols that may appear in the Status Column. Following is a description of each.

 The **Red ? Icon** indicates the voucher was not completed and has not been received into DFAS WInS for processing. This scenario occurs when the user has completed at least the **STARS Public Voucher Header Screen** (Section 9) and hit the **Continue** Button and then lost Internet connectivity. The **Red ? Icon** corresponds to the WInS Invoice Entry Notification Warning. In addition to the warning encountered upon WInS Login, an e-mail with the same information is forwarded to the user. The user has two options: 1) delete the incomplete voucher by clicking on the wastebasket option in the Delete Column, then re-enter the voucher completely, or 2) click on the **Edit** in the Edit Column for that voucher, complete the voucher and click on the **Submit Voucher** Button to submit to DFAS WInS. Option 2 is preferable, as it requires less user data entry.



The **Pencil Icon** indicates a successful submission of the voucher (Section 3) to DFAS WInS. With successful submission, the Voucher Date and Time are captured in the

Date Transmitted Column of the data display. As described above, WInS extracts submitted vouchers and converts them to Electronic Data Interchange (EDI) format every hour and forwards to the STARS payment system. Until the extraction, identified by the **Paper Icon**, the submitted voucher may be deleted (Wastebasket in Delete Column). Successfully submitted but unextracted vouchers may be edited at any time by clicking on the “**Edit**” in the Edit Column, update the file and then re-submit.



The **Paper Icon** indicates a successful conversion of the voucher to the EDI format necessary to forward the voucher to the Electronic Certification System (ECS) for Navy and, if required, DCAA certification, and then is forwarded to the STARS payment system. The extraction date and time are added when the voucher has been forwarded to the DOD communications infrastructure for routing to the payment system. Extraction occurs every hour. Once extracted, a voucher may no longer be deleted (indicated by **No** in the Delete Column); however, if a voucher is rejected by the payment system due to errors or delays in matching to the acceptance documents, the vouchers identified by the **Paper Icon** may be edited and resubmitted. This overwrites the original submission with the new voucher data.

The **Paper and Pencil Icon** indicates that a previously submitted and extracted voucher has been edited and resubmitted to WInS. These vouchers may not be deleted.



The **Lock Icon** indicates that another user may be entering data for this invoice or that a processing (internet) error has occurred. This voucher has not been successfully submitted to DFAS WInS. If the voucher data appears correct when viewed by clicking on the voucher number in the Voucher Number Column, clicking on the **Clear Locked Records** message should push the locked voucher to DFAS WInS and change the symbol to the **Pencil Icon**, indicating a successful submission. If this does not clear the **Lock Icon**, you must delete the voucher, and re-enter the data, and then resubmit the voucher.



The **Money Icon** indicates that the voucher has been successfully transmitted to the DFAS Electronic Certification System (ECS) and is being evaluated by your certifier.. The date/time in the Date Transmitted Column indicates when the voucher was forwarded to the payment system.



The **Lightning Icon** indicates that the voucher was transmitted to DFAS ECDbut was rejected due to a data error. The date/time of rejection is shown in the Date Transmitted column. To edit and resend the rejected voucher, click on the **Edit** in the Edit Column for that voucher, update the incorrect information, and resubmit the voucher to DFAS WInS.

Edit Column

Vouchers with an “**Edit**” displayed in the Edit Column may be edited and re-submitted. Clicking on the “**Edit**” directs the user to the **STARS View/Modify Public Voucher Header Screen** (Section 6).

Batch Column

The Batch Column indicates whether the STARS Public Voucher was submitted to WInS via manual data entry ('N'), or via File Transfer Protocol (FTP) transmission of a multiple invoice batch submission ('Y').

Navy/DCAA Cert. Column

The Navy/DCAA Cert.Column provides status on where the STARS Public Voucher is in the Navy/DCAA Certification/STARS payment system entitlement process. There are four possible Status Messages:

Waiting:	The voucher has been successfully submitted to the ECS and is awaiting status update information.
Rejected:	Either the Navy, ECS, or the DCAA Certifier has rejected the voucher.
Reviewing:	Voucher has been accepted into the ECS and is waiting for Certification actions by Navy and DCAA where necessary.
Certified:	Indicates Navy, and if required, DCAA certification actions are complete and the voucher has been forwarded to STARS for payment actions

After conversion to the EDI format by WInS, when 'Waiting' status is displayed, a 'Waiting for Navy/DCAA Certification Approval' message is appended to the end of the STARS Public Voucher data displayed in the **STARS Submitted Public Voucher Details Screen** (Section 13). When the Navy/DCAA Cert. Column 'Waiting' status changes to 'Reviewing,' 'Rejected,' or 'Certified' an accompanying Acceptance or Rejection message is appended to the bottom of the voucher in the **STARS Submitted Public Voucher Details Screen**.

Voucher No. Column

Clicking on the **Voucher Number** for any row directs the user to the **STARS Submitted Public Voucher Details Screen** (Section 13) which displays the voucher data entered by the user. This is your archive record and should be printed and retained with your billing records.

Contract No. and Delivery Order No. Columns

These columns display the Contract Number, and where applicable, the Delivery Order Number for each submitted invoice to assist the user in identifying their voucher data submissions.

Date Transmitted Column

As described in the Status Icon section above, the date in the Date Transmitted Column is initially the voucher submission date (associated with the **Pencil**, **Pencil/Paper**, or **Paper Icons**). When the voucher has processed through the DOD Communications Infrastructure to DFAS, the voucher date is replace with the processed date (associated with either the **Money** or **Lightening Icons**). If a voucher is edited and re-submitted, the cycle begins again. The processed date is overwritten by the new voucher date and eventually this is overwritten by a new processed date.

Delete Column

Any voucher that has not been extracted (**Red ‘?’**, **Lock**, or **Pencil Icons**) may be deleted. Once a voucher has been converted (extracted) into the EDI format and forwarded to DFAS, the voucher may no longer be deleted. The user may edit previously submitted vouchers, if the Navy/DCAA Certifier Column displays ‘**Rejected**’ status, but may not delete them.

The Help and Go Back Buttons



The **Help** button displays the STARS online help screen.



The **Go Back** button directs you to the **STARS Public Voucher Header Screen** (Section 9).

13. STARS SUBMITTED PUBLIC VOUCHERS DETAILS SCREEN

The **STARS Submitted Public Vouchers Details Screen**, as shown in the following figures, displays header and line item details for a voucher submitted to DFAS. The voucher may be printed for the vendor's archive record. (See the below Note regarding printing instructions.) Each voucher must be individually selected from the **STARS Submitted Public Voucher List Screen** (Section 12) for archive printing.

To print a copy of the voucher, select either the Print Button at the bottom of the screen, or select **File** from the Internet browser menu bar and, from the **File** menu, select **Print**. From the **Print** submenu, select **OK**.

Figure 13a depicts the **STARS Submitted Public Vouchers Details Screen** upon submission to WInS. The final block of data this screen is a payment feedback box. When first submitted, this box will state that the voucher is waiting Navy/DCAA Certification.

Before any STARS voucher may be paid, the Navy Certifier that currently receives the vendor's hardcopy invoice must be approved for access to the DFAS Cleveland Electronic Certification System (ECS) electronic certification software. Information regarding Navy Certifier, DCAA access and DCAA review requests, and training is located at the following URL.

https://ecweb.dfas.mil/navy_certification. Please assist the WInS Project Office by directing your current Navy Certifiers and DCAA field offices to this Web Site for their action:

The feedback box at the bottom of Figure 5a will be updated with either a 'Rejection' (Figure 13b), 'Reviewing' (Figure 13c) or 'Approval' (Figure 13d) notice sent by the Navy Certifier. The feedback will state the reason for rejection.

STARS PUBLIC VOUCHER - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Voucher Date: 12/11/00 5:05:20 PM

Company Information

Company Name	Company on the farm in the woods	POC Name	Jason P Sherry
POC Phone #	347837483748738478	POC Email	sherryj@ctc.com

Header

Contract No.	N6339401C4567	Delivery Order No.	
DCAA approved for direct submission of interim vouchers	NO	Award Date	2000/10/15
Voucher Number	STARSPV5	Total	\$450.67
DUNS/DUNS+4 #	987123645	Cage Code	0X0X0
IRS Code	INTEREST	AAA	
Voucher Description	DESCRIPTION FIELD		
Voucher Order	INTERMEDIATE	Mod Num	P00045
Paying Office	DFAS Charleston (DFAS-CH)		
Navy Certifier	N22223	DCAA Site Code	N12345

Discount Dollars	
Discount Amount	Discount Due Date
Discount Percentage(s)	
Discount Percent	Discount Days Due
0.25	15

Voucher Details #1

Clin	0001	Quantity	1
U/M Code	AY	Unit Price	\$250.2700
ACRN		ACRN Amount	
Item Description	AG ITEM 1		

Voucher Details #2

Clin	0003AA	Quantity	1
U/M Code	BD	Unit Price	\$200.4000
ACRN		ACRN Amount	
Item Description	AG ITEM 2		

Certification Responses

Waiting for DCAA and/or Navy Certifier Response

Go Back Print

Done Local intranet

Figure 13a. STARS Public Vouchers Invoice Details Screen

STARS Voucher Certification Information	
Status:	Rejected by the ECS system/certifier
Date:	1/26/00
Certifier Info:	HOLMES L 601688587 8
Vendor Address:	WInS Test Company 1931 Jefferson Davis Hwy Suite 205 End Cubicle JOHNSTOWN, PA 15907
Contract (PIIN):	N6339401C4567
Voucher Number:	STARSPV5
Voucher Date:	10/9/00
Message:	Invoice Rejected

Figure 13b. STARS Public Voucher Rejection Notice

STARS Voucher Certification Information	
Status:	Certified and forwarded to the STARS One-Pay for payment action.
Date:	1/26/00
Certifier Info:	HOLMES L 601688587 8
Vendor Address:	WInS Test Company 1931 Jefferson Davis Hwy Suite 205 End Cubicle JOHNSTOWN, PA 15907
Contract (PIIN):	N6339401C4567
Voucher Number:	STARSPV5
Voucher Date:	10/9/00
Message:	Invoice Certified

Figure 13c. STARS Public Voucher Reviewing Notice

STARS Voucher Certification Information	
Status:	Accepted into ECS, ready for certification.
Date:	1/26/00
Certifier Info:	HOLMES L 601688587 8
Vendor Address:	WlnS Test Company 1931 Jefferson Davis Hwy Suite 205 End Cubicle JOHNSTOWN, PA 15907
Contract (PIIN):	N6339401C4567
Voucher Number:	STARSPV5
Voucher Date:	10/9/00
Message:	Invoice Accepted

Figure 13d. STARS Public Voucher Accepted Notice

The Go Back Button

Go Back

The **Go Back** button directs you to the **STARS Public Vouchers Invoices List Screen** (Section 12).

14. STARS VIEW/MODIFY PUBLIC VOUCHER HEADER SCREEN

The **STARS View/Modify Public Voucher Header Screen** is used to view or modify a particular STARS voucher.

STARS PUBLIC VOUCHER - Microsoft Internet Explorer

STARS PUBLIC VOUCHER HEADER

CONTRACT NO. N6339480D0008

DCAA APPROVED FOR DIRECT SUBMISSION OF INTERIM VOUCHERS? NO

AWARD DATE (YYYY/MM/DD) 2000/04/12

VOUCHER NO. STARSPV5

DELIVERY ORDER NO. 4577

DUNS/DUNS+4# 0013170724504

CAGE 0X0X0

IRS CODE INTEREST

AAA AAA

TOTAL \$ 450.67

VOUCHER DESCRIPTION DESCRIPTION FIELD

VOUCHER ORDER Intermediate

MOD NO. P00045

PAYING OFFICE DFAS Pensacola (DFAS-PE) [N68566]

DISCOUNT DOLLARS	DISCOUNT \$ AMOUNT	DISCOUNT DUE DATE (YYYY/MM/DD)

DISCOUNT PERCENTAGE(S)	DISCOUNT PERCENT	DISCOUNT DAYS DUE
	0.25	15

[Discount Help](#)

LONG LINE OF ACCOUNTING

Provide on the header screen if accounting data is identical for all line items, or if a single line item is provided. Provide on details screens if submitting multiple line items with varying accounting information.

GAIN AGENCY	BEG. BY END BY	APPROP.	SUBHEAD	OBJ CLASS
1	3	11	15	20

BUREAU CONTROL NO.	SUB. ALLOT	AAA	TRAIL TYPE	PAA	COST CODE
23	28	29	35	37	43

[Long Line of Accounting Help](#)

CERTIFYING OFFICES

NAVY CERTIFIER CODE

ENTER N63394

or

SELECT

DCAA SITE CODE

ENTER DL7788

or

SELECT

[Update](#) [Reset](#) [Help](#)




Click [Here](#) to Cancel Modification of this Voucher.

Figure 14. STARS View/Modify Public Voucher Header Screen

STARS Public Voucher Header Field Definitions

See Section 1, Table 1 for the data dictionary for each field on the **STARS Public Voucher Header Screen**. Mandatory fields must be completed, Optional fields may be completed at the discretion of the user, and Conditional fields must only be completed if the user's contract specifically requires the information, otherwise those fields are treated as optional.

The Update, Clear, and Help Buttons

	The Update button directs you to the STARS Public Voucher Details Screen (Section 10). Clicking the Update button eliminates the option of canceling the Edit.
	The Clear button clears/deletes all existing entries on the screen.
	The Help button opens the online user help tool for the screen.

Click [here](#) to cancel the modification of this voucher returns the user to the **STARS Submitted Voucher List Screen** (Section 4) unchanged.

Appendix A

STARS PUBLIC VOUCHER

Batch Layout

STARS PUBLIC VOUCHER BATCH FILE FORMAT

Instructions:

1. **Each** voucher within the batch submission must have:

- One 'H' Record
- One '1' Record (Voucher Header Information)
- At least one '2' Record (Voucher Line Item Information)
- Ensure a hard carriage return follows each Record

1. File Transfer Protocol (FTP) Transmission Instructions:

a. File Structure: File name must be ALL uppercase letters using a combination of your Contractor and Government Entity (CAGE) Code and the submit date separated by an underscore (Cage Code_Century Year Month Day):

Example: 0X0X0_20000615.file extension

b. Submit as ASCII textfiles (.txt extension)

c. Send no more than five vouchers per test.

d. Submit batch files via FTP to the Maxwell Air Force Base/Gunter Annex JANUS gateway: Contact the WInS System Administrators listed in Step 'e' below when you have FTP'd the file(s) so they may initiate the batch test routine. (The production routine runs every hour but the test routine is manually activated)

Server/Host Name: janus.ssg.gunter.af.mil

Test Userid and Password:

Userid: winstest

Password: battest1

(Userid and password are case sensitive)

Follow the STARS testing procedures identified in the WinS Startup/Test instructions (<https://ecweb.dfas.mil/notes>) for batch testing. After your DFAS-CL Test Partner approves you for 'Live' submission, contact the WInS

STARS PUBLIC VOUCHER BATCH FILE FORMAT

System Administrators to obtain the production FTP userid and password information:

Sheila Wright: (334) 416-5845; sheila.wright@gunter.af.mil
A1C John Clark (334) 416-6646, john.clark@gunter.af.mil

e. Batch STARS Public Vouchers, STARS Commercial Invoices, SAMMS Commercial Invoices, MOCAS Commercial Invoices, and MOCAS Public Vouchers may be submitted in separate batch transmissions **OR** may be included in the same batch submission as desired, if batch production approval has been given for multiple invoice types. Separate each invoice or voucher by the appropriate 'H' Record:

H00000TB: STARS PV
H00000RB: STARS CI
H00000SB: SAMMS CI
H00000IB: MOCAS CI
H00000VB: MOCAS PV

STARS PUBLIC VOUCHER BATCH FILE FORMAT

File Position	Field Requirement	Field Name	Field Size	Format	Notes
Mandatory Segment. Line beginning with 'H' is for use by the WInS EDI translator. Each voucher in the batch must have a separate 'H' Record. This line must not be repeated within an invoice. Use hard carriage return to end the 'H' Record					
H Record					
1 - 8	Mandatory	H Record	8	String (AN) (Hard coded: 'H00000TB')	Input is 'H00000TB'
Mandatory Segment. Line beginning with '1' is header information. Each voucher in the batch must have a separate '1' Record. This line must not be repeated within a voucher. Use hard carriage return to end the '1' Record.					
1 Record					
1	Mandatory	1 Record ID	1	String (AN)	Input is '1'
2	Mandatory (WInS)	Approved by DCAA for Direct Submission of Public Voucher?	1	String (AN)	Input is: No = '0' Not Approved for Direct Submission Yes = '1' Approved for Direct Submission N/A = '2' DCAA Approval not applicable
3-10	Mandatory (If left blank, WInS inserts current date)	Voucher Date	8	Date (DT) CCYYMMDD	Notes 5 Vendor may provide the current date or an earlier date. If vendor does not provide a date, WInS will insert current date)
11-32	Mandatory	Voucher Number	22	String (AN)	Notes 1, 4 Min/Max: 1/22 (no special characters)
33-40	Mandatory	Award date	8	Date (DT)	Note 1 Min/Max: 8/8 CCYYMMDD (Example: 20000615)
41-55	Mandatory	Contract # (PIIN)	15	String (AN)	Notes 1, 4 Min/Max: 13/15 No letters 'O' or 'I', no hyphens or other special characters (Example: N6339499D0002)
56-59	Conditional	Call/Delivery Order # (SPIIN)	4	String (AN)	Note 2 Min/Max: 4/4

STARS PUBLIC VOUCHER BATCH FILE FORMAT

File Position	Field Requirement	Field Name	Field Size	Format	Notes
60-65	Optional	Contract Modification #	6	String (AN)	Note 2 Min/Max: 6/6 (Example: P00023)
66-67	Mandatory (WInS Provided)	Transaction type Code	2	String (AN)	Notes 1,5 Min/Max: 2/2 (WInS provides: CV [Cost Voucher])
68-69	Mandatory (WInS Provided)	Purpose code	2	String (AN)	Notes 1,5 Min/Max: 2/2 (WInS provides: 00 [Original Invoice])
70-149	Optional	Purchase Description	80	String (AN)	Notes 2, 4 Min/Max: 1/80
150-155	Optional	Authorized Accounting Activity (AAA)	6	String (AN)	Notes 2, 4 Min/Max: 6/6
156-156	Optional	IRS Code	1	String (AN)	Notes 1,11 Min/Max: 1/1
157-157	Mandatory (First and Last Vouchers may only be submitted where Pos'n 2 in the '1' Record = 2 for not applicable)	Voucher Order	1	String (AN)	Note 1 Min/Max: 1/1 Voucher order of submission: 'I' = Initial Voucher 'N' = Neither First or Last 'F' = Final Voucher
158-163	Mandatory	Paying Office Code	6	String (AN)	Notes 1, 7 Min/Max: 6/6 (Example: N68566)
164-176	Mandatory	Payee Code (DUNS or DUNS+4)	13	String (AN)	Notes 1, 4 Min/Max:9/13 No hyphens or other special characters (Example: 123456789)
177-181	Mandatory	Cage Code	5	String (AN)	Note 1 Min/Max: 5/5, No letter 'O', no letter 'I'. Must be in vendor profile list.
182-187	Mandatory	Certifying Navy UIC	6	String (AN)	Note 1 Min/Max: 6/6 (Example: N63394)
188-193	Conditional [Mandatory when DCAA Direct Submission Approval not	DCAA DoDAAC	6	String (AN)	Note 1 Min/Max: 6/6 Enter code (DoDAAC) representing your DCAA representative's location

STARS PUBLIC VOUCHER BATCH FILE FORMAT

File Position	Field Requirement	Field Name	Field Size	Format	Notes
	received, position 2 = '0']				
194-202	Optional	Discount Amount	9, including decimal	Numeric (2)	Notes 2, 3, 6 Min/Max: 1/9 (Example: 25.45: 000025.45)
203-210	Optional	Discount Due Date	8	Date (DT)	Notes 2, 6 Min/Max: 8/8 CCYYMMDD (Example: 20000625)
211-216	Optional	Discount Percent 1 st Iteration	6, including decimal	Numeric (3)	Notes 2, 3, 6 Min/Max: 1/6 (Cannot exceed 100%) (Example: 2.55%: 00.255)
217-218	Optional	Discount Days Due	2	Integer	Notes 2, 3, 6 Min/Max: ½ (Example: 9 days: 09)
219-224	Optional	Discount Percent 2 nd Iteration	6, including decimal	Numeric (3)	Notes 2, 3, 6 Min/Max: 1/6 (Cannot exceed 100%) (Example: 2.55%: 00.255)
225-226	Optional	Discount Days Due	2	Integer	Notes 2, 3, 6 Min/Max: ½ (Example: 9 days: 09)
227-239	Mandatory	Total Amount	13, including decimal	Numeric (2)	Notes 1, 3 Min/Max: 1/13 (Example 650.57: 0000000650.57)
240-241	Conditional If used all Acctg segments must be provided (positions 240-295)	Agency Qualifier	2	String (AN)	Note 2, 8, 10 Min/Max: 2/2
242-243	Conditional If used all Acctg segments must be provided (positions 240-295)	Gaining Agency	2	String (AN)	Note 2, 8, 10 Min/Max: 2/2
244-251	Conditional If used all Acctg segments must be provided (positions 240-295)	Fiscal Year Information	8	String (AN)	Note 2, 10 Min/Max: 8/8. If gaining agency code is 97, then fiscal year can be either CCYYCCYY (i.e., 20012002)

STARS PUBLIC VOUCHER BATCH FILE FORMAT

File Position	Field Requirement	Field Name	Field Size	Format	Notes
					or 'No Year' (i.e., XXXXXXXX), all other codes require CCYYCCYY start and end fiscal years.
252-255	Conditional If used all Acctg segments must be provided (positions 240-295)	Appropriation	4	String (AN)	Note 2, 10 Min/Max: 4/4
256-259	Conditional If used all Acctg segments must be provided (positions 240-295)	Subhead	4	String (AN)	Note 2, 4, 10 Min/Max: 4/4
260-263	Conditional If used all Acctg segments must be provided (positions 240-295)	Object Class	4	String (AN)	Note 2, 10 Min/Max: 3/4
264-268	Conditional If used all Acctg segments must be provided (positions 240-295)	Bureau Control Number (BCN)	5	String (AN)	Note 2, 10 Min/Max: 5/5
269-269	Conditional If used all Acctg segments must be provided (positions 240-295)	Sub-Allotment	1	String (AN)	Note 2, 10 Min/Max: 1/1
270-275	Conditional If used all Acctg segments must be provided (positions 240-295)	Authorized Accounting Activity (AAA)	6	String (AN)	Note 2, 10 Min/Max: 6/6
276-277	Conditional If used all Acctg segments must be provided (positions 240-295)	Transaction Type Code	2	String (AN)	Note 2, 10 Min/Max: 2/2
278-283	Conditional If used all Acctg segments must be provided (positions 240-295)	PAA	6	String (AN)	Note 2, 10 Min/Max: 6/6
284-295	Conditional	Cost Code	12	String (AN)	Note 2, 10

STARS PUBLIC VOUCHER BATCH FILE FORMAT

File Position	Field Requirement	Field Name	Field Size	Format	Notes
	If used all Acctg segments must be provided (positions 240-295)				Min/Max: 12/12
296-330	Mandatory (WInS Provided)	Company Name	35	String (AN)	Note 5 Min/Max 1/35 (WInS Provided: May be deleted from '1' Record)
331-365	Mandatory (WInS Provided)	Vendor POC Name	35	String (AN)	Note 5 Min/Max 1/35 (WInS Provided: May be deleted from '1' Record)
366-385	Mandatory (WInS Provided)	Telephone	20	String (AN)	Note 5 Min/Max 1/20 (WInS Provided: May be deleted from '1' Record)
386-405	Optional (WInS Provided)	FAX	20	String (AN)	Note 5 Min/Max 1/20 (WInS Provided: May be deleted from '1' Record)
406-455	Optional (WInS Provided)	E-mail	50	String (AN)	Note 5 Min/Max 1/50 (WInS Provided: May be deleted from '1' Record)
Mandatory Segment. Line beginning with '2' is voucher detail information. At least one (1) iteration of the '2' Record is required per voucher. The '2' Record may be repeated as needed within a STARS Public Voucher. Credit line items (negative quantity for CLIN-based, or negative ACRN amount) may be submitted but the sum of all '2' Record's individually calculated, then rounded to "cents" unit price * quantity, or the sum of all ACRN unit prices must be a positive dollar amount and must equal the '1' Record Total Amount (pos'n 227 – 239) Use a hard carriage return to end each '2' Record.					
2 Record					
1	Mandatory	Start of Detail	1	String (AN)	Input is '2'
2-7	Conditional (Must provide either CLIN data or ACRN data but not both)	Line ID (CLIN, SLIN)	6	String (AN)	Notes 1, 4 Min/Max: 4/6 CLIN, CLIN/SLIN data is conditional for STARS Public Vouchers based upon contract and certifier requirements. CLIN: NNNN CLIN/SLIN: Either NNNNNN or NNNNAA

STARS PUBLIC VOUCHER BATCH FILE FORMAT

File Position	Field Requirement	Field Name	Field Size	Format	Notes
8-18	Conditional (Required when providing CLIN/SLIN line item data)	Quantity	11, including decimal	Numeric (2)	Notes 2, 3 Min/Max: 1/11 (Example: 12.45 = 00000012.45) May be > 0 or < 0, but not = 0 as long as full voucher is positive (debit)
19-20	Conditional (Required when providing CLIN/SLIN line item data)	Unit of Measure	2	String (AN)	Notes 1, 9 Min/Max: 2/2
21-37	Conditional (Required when providing CLIN/SLIN line item data)	Unit Price	17, including decimal	Numeric (2)	Notes 2, 3 Min/Max: 1/13 real numbers. Zero fill to 17 full positions (Example 25.75 = 00000000000025.75) Must be > 0 only.
38-39	Conditional (Must provide either ACRN data or CLIN data but not both)	Accounting Classification Reference Number (ACRN)	2	String (AN)	Note 1 Min/Max: 2/2
40-52	Conditional (Required when providing ACRN)	ACRN Unit Price	13, including decimal	Numeric (2)	Note 1,3 Min/Max: 1/13 (Example: 12.90 = 0000000012.90) May be > 0 or < 0 but not = 0 as long as full voucher is positive (debit)
53-132	Mandatory	Product Description	80	String (AN)	Note 2, 4 Min/Max: 4/80 (CLIN-based) Min/Max: 1/80 (ACRN-based) When CLIN data is provided, the first two positions of the description must be the ACRN associated with that CLIN, followed by a blank space, then the production description. When ACRN data is provided, just enter the product description. The product description portion may not have any special characters except '#' and '-'.
133-134	Conditional If used, all Acctg segments must be	Agency Qualifier	2	String (AN)	Note 2, 8, 10 Min/Max: 2/2

STARS PUBLIC VOUCHER BATCH FILE FORMAT

File Position	Field Requirement	Field Name	Field Size	Format	Notes
	provided (positions 133-188)				
135-136	Conditional If used, all Acctg segments must be provided (positions 133-188)	Gaining Agency	2	String (AN)	Note 2, 8, 10 Min/Max: 2/2
137-144	Conditional If used, all Acctg segments must be provided (positions 133-188)	Fiscal Year Information	8	String (AN)	Note 2, 10 Min/Max: 8/8. If gaining agency code is 97, then fiscal year can be either CCYYCCYY (i.e., 20012002) or 'No Year' (i.e., XXXXXXXX), all other codes require CCYYCCYY start and end fiscal years.
145-148	Conditional If used, all Acctg segments must be provided (positions 133-188)	Appropriation	4	String (AN)	Note 2, 10 Min/Max: 4/4
149-152	Conditional If used, all Acctg segments must be provided (positions 133-188)	Subhead	4	String (AN)	Note 2, 4, 10 Min/Max: 4/4
153-156	Conditional If used, all Acctg segments must be provided (positions 133-188)	Object Class	4	String (AN)	Note 2, 10 Min/Max: 3/4
157-161	Conditional If used, all Acctg segments must be provided (positions 133-188)	Bureau Control Number (BCN)	5	String (AN)	Note 2, 10 Min/Max: 5/5
162-162	Conditional If used, all Acctg segments must be provided (positions 133-188)	Sub-Allotment	1	String (AN)	Note 2, 10 Min/Max: 1/1
163-168	Conditional If used, all Acctg segments must be provided (positions 133-188)	Authorized Accounting Activity (AAA)	6	String (AN)	Note 2, 10 Min/Max: 6/6

STARS PUBLIC VOUCHER BATCH FILE FORMAT

File Position	Field Requirement	Field Name	Field Size	Format	Notes
	133-188)				
169-170	Conditional If used, all Acctg segments must be provided (positions 133-188)	Transaction Type Code	2	String (AN)	Note 2, 10 Min/Max: 2/2
171-176	Conditional If used, all Acctg segments must be provided (positions 133-188)	PAA	6	String (AN)	Note 2, 10 Min/Max: 6/6
177-188	Conditional If used, all Acctg segments must be provided (positions 133-188)	Cost Code	12	String (AN)	Note 2, 10 Min/Max: 12/12

STARS Public Voucher Implementation Notes

Note 1:

- a) Mandatory Fields must always be provided
- b) Conditional Fields must be provided if the contract requires the data, or if there are options for a mandatory input
- c) Optional fields may be provided, but are not required

Note 2: Conditional and Optional Fields not provided must be BLANK filled

Note 3: Numeric Fields (Real and Integer) must be right aligned, then left zero filled to meet the field size parameter (i.e. total dollars of \$35.57 would be displayed in UDF as 0000000035.57 and discount due days of 5 would be displayed as 05). Quantity and ACRN UnitPrice may be negative values (credits) as long as total voucher is positive (debit). The negative sign is in the leftmost position.

Note 4: String (AN) Fields are left aligned and right BLANK filled to meet field size parameter

Note 5: WInS provided information. Voucher date may be entered by vendor with current date or earlier date but not a future date, in format CCYYMMDD. If not provided by vendor, WInS will provide current date.

Note 6: '1' Record Discount Rules:

If no discounting provided: position numbers 194 through 226 are BLANK filled

If \$ discount: pos'n # 194 - 210 carry discount data; 211 - 226 are BLANK filled

If single tier discount %: pos'n # 211 - 218 carry discount data and pos'n # 194 - 210 and 219 - 226 are BLANK filled

If two tier discount %: pos'n 211 - 226 carry discount data and pos'n # 194 - 210 are BLANK filled

Note 7: STARS Pay Offices. Chose the applicable DoDAAC:

STARS Pay Offices	DoDAAC
OPLOC Norfolk (DFAS-NO)	N68732
OPLOC Charleston Field Level (DFAS-CH)	N68892
OPLOC Pensacola (DFAS-PE)	N68566
OPLOC San Diego (DFAS-SD)	N68688
OPLOC Oakland (DFAS-OK)	HQ0308
OPLOC Honolulu (DFAS-PC)	N45924
Yokota, Japan	N62649

Note 8: Line of Accounting Gaining Agency Code'

Gaining Agency	Agency Qualifier	Gaining Agency Code
Department of Navy	DN	17
U.S. Marine Corp	DX	17
Department of Army	DZ	21
Department of Air Force	DY	57
Department of Defense (DoD)	DF	97

Note 9: Unit of Measure: Select from the table below, or enter Unit of Measure called out in your contract if not identified below:

Unit of Measure Description	U/M	Unit of Measure Description	U/M
Each	EA	Ton	TN
Gallon	GA	Assembly	AY
Box	BX	Board	BD
Gross	GS	Barrel	BL
Liter	LT	Bottle	BT
Pallet/Unit Load	PL	Cubic Feet	CF
Pound	LB	Can	CN
Package	PK	Case	CS
Kit	KT	Carton	CT
Hour	HR	Hundred	HD
Month	MO	Outfit	OT
Lot	LO	Pieces	PC
Job	JB	Pint	PT
Feet	FT	Set	ST
Page	PG	Spool	SL
Sheet	SH	Yard	YD

Note 10: Accounting Data : Conditional data elements FA1 and FA2). If required by contract, or if vendor desires to submit accounting data, this data should be submitted in the '1' Record if the data applies to all line items ('2' Records) submitted. If the information varies among '2' Records, then the accounting data elements should be provided in the separate '2' Records, NOT in the '1' Record:

Note 11: IRS Codes. Optional data element (1 digit alphanumeric). Enter code from the table below:

Code	Description
A	Awards
G	Goods
I	Interest
P	Patronage Dividends
R	Rents
S	Services
Y	Royalties